

Name:

Course:

Volunteering: Crafting an Effective Application Letter

1- Read the text. Match the paragraph with their aims

I AM WRITING TO APPLY FOR THE POSITION OF A VOLUNTEER AT THE CITY YOUTH CENTRE. I LEARNED ABOUT THIS OPPORTUNITY FROM AN ADVERTISEMENT ON THE ORGANISATION'S WEBSITE LAST FRIDAY. I AM PASSIONATE ABOUT WORKING WITH YOUNG PEOPLE AND HELPING THEM DEVELOP IMPORTANT LIFE SKILLS. I BELIEVE THIS POSITION WILL ALLOW ME TO CONTRIBUTE TO MY COMMUNITY WHILE GAINING VALUABLE EXPERIENCE. I HAVE ATTACHED MY APPLICATION FORM AS REQUESTED. I AM AVAILABLE FOR AN INTERVIEW ON WEEKDAYS AFTER 5 P.M. IF MY APPLICATION IS SUCCESSFUL, I CAN START IMMEDIATELY.

Aims:

- A. Explaining why you are interested in the position.
- B. Mentioning the job you are applying for and where you found the information.
- C. Stating your availability for an interview and when you can start working.

2- Read the text and answer the questions.

We are looking for enthusiastic and responsible volunteers to help run activities for young people at our centre.

● Job Duties:

Organizing games and workshops

Assisting in tutoring sessions

Helping with event planning

● Requirements:

Good communication skills

Patience and willingness to work with young people

Ability to work at least twice a week

Questions :

What qualities are needed for the job?

What are the job duties?

(1) Date: 5 March 20XX

Dear Sir or Madam,

I am writing to apply for the volunteer position at the (a). I found the advertisement on your website last (b). I believe I am a suitable candidate because I have strong (c) skills and (d), which will help me work effectively with young people.

I am available to volunteer at least (e) a week. I am especially interested in (f) and assisting with (g), as I have experience in both areas.

I have attached my application form for your review. Thank you for considering my application. I look forward to discussing it with you further.

Yours faithfully,

(h)

(a)

(b)

(c)

(d)

(e)

(f)

(g)

(h)