

68 Hillbrook Road
Columbus, OH 43215
January 10, 20__

Ms. Jennifer Crosswell
Greater Columbus Convention Center
400 North High Street
Columbus, OH 43215

Dear Ms. Crosswell:

Enclosed please find my volunteer application for your review. I am interested in working at the Jordan Perry event that will be held on February 14, 20__. I saw the advertised position in last Sunday's *Columbus Dispatch*.

As you can see, I have extensive experience in event marketing. I have volunteered at various church festivals, local carnivals, and walk-a-thons. At my last volunteer post, I assisted organizers of the Walk for Cancer by welcoming walkers at registration. My supervisor that day said I was one of the friendliest, most responsible volunteers she has ever had. Besides being a huge Jordan Perry fan, I believe my work experience and history as a hard working individual make me qualified for the job.

I look forward to speaking with you further about my qualifications. Please feel free to contact me at the above address or call me at 614-555-3219. Thank you for your consideration.

Sincerely,

Sara Birch

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Enclosure