

Name: _____

Class: _____

Volunteer Work

Task 1: Match the paragraphs of the application letter with their aims.

Application Letter:

Aims:

(1)

I am writing to apply for the volunteer position at the City Animal Shelter. I recently saw the advertisement on your website and would love the opportunity to contribute to your organization.

A. Saying when you are available for an interview and when you can start.

(2)

I am passionate about animal welfare and have experience working with rescue pets at a local shelter. I believe my skills in handling animals and my dedication to their well-being make me a strong candidate for this position.

B. Mentioning the job you are applying for and where you found the information.

(3)

I am available for an interview at your convenience and can start immediately if selected. I look forward to the opportunity to discuss my application further.

C. Explaining why you are suitable for the job.

Task 2: Read the job advertisement and answer the questions below.

Volunteers Needed!

- The City Animal Shelter is looking for dedicated and compassionate volunteers to help care for rescue animals.
- Your main tasks will include feeding the animals, cleaning their living areas, and assisting visitors at the shelter.
- Volunteers should be responsible, patient, and have a love for animals.

Questions:

1. What qualities are needed for the job?

2. What are the job duties?

Task 3: Complete the application letter using the given words.

Words to use:

(position, advertisement, passionate, available, immediately)

Application Letter:

... (Your Address)

... (Date)

Heart to Heart Animal Shelter
123 Green Street, City Center

Dear Sir or Madam,

I am writing to apply for the volunteer (1) _____ at the City Animal Shelter. I recently saw the (2) _____ on your website and would love the opportunity to contribute to your organization.

I am (3) _____ about animal welfare and have experience working with rescue pets at a local shelter. I believe my skills in handling animals and my dedication to their well-being make me a strong candidate for this position.

I am (4) _____ for an interview at your convenience and can start (5) _____ if selected. I look forward to the opportunity to discuss my application further.

Yours faithfully,

(Your Name)