

Sample Cover Letter – Volunteer

DO NOT COPY: You are advised not to copy this sample, but to use it to generate ideas to create your own resume.

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27 August 2015

Christine Cook
Volunteer Coordinator
VolunteerVentures
234 Dandenong Rd,
Caulfield VIC 3216

Dear Ms Cook,

RE: Website Assistant

I am writing to apply for the above position as advertised on Monash University's Volunteer Gateway. Of particular interest to me would be the opportunity to support the work of VolunteerVentures fundraising and campaigning as I recognise the importance of overcoming poverty and suffering both here and overseas.

Currently, I am in the second year of a Bachelor of Arts (Communications and Sociology) and have been looking for an opportunity to apply my technical knowledge and communication skills in an organisation that delivers valuable programs worldwide. In addition to acquiring high level technical skills in Dreamweaver, Fireworks, Java and Flash through my university studies, I have also honed my communication and administrative skills. I have a 100% record for submitting work on time and have successfully completed a unit in project management. My major project, for which I received a distinction, required me to develop and manage a website for the community organisation NewWebs.

I have been involved voluntarily as Web Trouble Shooter for the Monash University Hockey Team for the past two years. In this capacity, I improved access to the website www.monashhockey.com.au, resulting in more interest in the club. I also developed an interactive game for the site that has been hugely popular.

Thank you for reviewing my application. I have enclosed a copy of my resume and would be very pleased for the opportunity of an interview to discuss how I could contribute my skills to enhance VolunteerVentures campaigns through its website.

Yours sincerely,

Vera Volunteer

VOLUNTEERVENTURES

Website Assistant (Voluntary)

As a Website Assistant, your gift of time, skills and experience will enhance the overall capacity of VolunteerVentures to strive towards our vision of overcoming poverty and suffering both here and overseas.

Key Tasks: Reporting to the Website Manager, your role will be to provide technical, website support for the Community Volunteers who undertake activities/tasks such as fundraising, campaigning and event coordination. You will use your creativity, liaison and technical skills to keep the website interesting and current.

Skills:

We are seeking self-starters with skills in Java, Flash, communication (oral and written), teamwork, organisation, communication, and great people and interpersonal skills.

Send your Resume and Cover Letter to VolunteerVentures@dogood.org