

(insert your address)
(insert your contact details)

(insert date)

(insert company details)

Dear Mr/Mrs/Miss (insert name),

I am writing this application as I am interested in volunteering for (insert company name) and would love the opportunity to be able to work with (give details of what the company does). I am enclosing my CV with this letter for further information.

I have experience working in this environment as in the past I have completed work with (give details on what you have done that is relevant to this posting). Whilst working with (enter company name) I enjoyed the chance to be able to work with orphans/endangered animals/people in need and found that it really improved my communication/patience/organisation skills.

Personal qualities I possess that I believe will prove me to be a good candidate for this position of (enter position name) include (give details). In the past, my commitment to caring for (insert details) has allowed me to excel in the field of (give name) and thoroughly appreciate the work that companies such as (insert company name) do for the children/elderly/endangered animals.

Should there be an opening for me to come and work for (enter company name), I would greatly appreciate being considered to assist in any way that I can. My timetable is flexible and I am willing to work whenever possible. Please contact me if there is any further information you require.

Sincerely,

(insert name)