



Barry Applicant

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September 1, 2018

John Lee

Volunteer Manager

St. John Senior Center

123 Business Rd.

Business City, NY 54321

Dear Mr. Lee,

I am interested in opportunities that may be available to volunteer at the St. John Senior Center. As a long-time advocate of the needs and welfare of the elderly in our community, I have experience working with senior citizens and would be thrilled to continue to do so in a volunteer capacity.

I volunteered as an aide at the Champlain Center and enjoyed being able to help senior citizens with arts and crafts. In this position, I assisted program participants with recreational projects, contributed to program planning and strategy sessions, and accompanied group field trips to local musical events and museums. I also participated in fundraising and community outreach initiatives.

If the St. John Center needs a dedicated volunteer, I would be thrilled to have the opportunity to assist you. My schedule is flexible, and I would be available to volunteer at your convenience.

Eager to learn more about your mission, successes, and challenges in serving our senior citizens, I would be grateful for the opportunity to interview with you at a mutually convenient time. I look forward to speaking with you.

Thank you for your consideration.

Sincerely,

Barry Applicant