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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