

An Application Letter – Be a Volunteer

Dear Sir

I am writing to apply for a volunteer post in Society for the Prevention of Cruelty to Animals (SPCA). I have experience of taking care of several species of pets such as dogs, cats, hamsters and rabbits. I understand that stray animals are always neglected by society as people might think that these animals carry diseases and germs. It is not true. It is all because of human activities which pollute the environment. Therefore, I would like to volunteer to provide those stray animals a brand-new home and a clean habitat of their own.

As to raise the public awareness, I believe I can help them by organizing a fun fair selling different kinds of pet food. Animals we keep can perform their own skills on the stage to grab people's attention. And they may keep them as their pets. We may also hold a seminar about stray animals. We can show those heart-breaking photos taken when the stray animals are found. People will feel regret on what they have done and they try to blame those cold-blooded actions.

I am also good at leadership and a creative person who have solid experience in organizing large-scale activities. I am patient and kind enough to look after animals. In addition, not only am I a quick learner, I am also a good teammate.

Considering my abilities and experience, I am confident that I would be a suitable volunteer for the SPCA. Enclosed please find my resume for your consideration. I would be grateful if you could consider my application. I would appreciate it if I could be granted an opportunity to meet you regarding the position in an interview at your convenience. If you have any questions, please do not hesitate to contact me at 1234 5678 or email me at chriswong@gmail.com. It will always be an honour for me to reply to you.

Look forward to your favourable reply.

Yours faithfully

Chris Wong

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