

Sample of an application letter

11th June 2022

Dear Sir/Madam,

Re: Applying to be a volunteer guide at the upcoming athletics event

I am writing to apply to be a volunteer guide at the upcoming East Asian Athletics Olympiad. I am sure that I have the ability to be a responsible and dependable volunteer guide in this event to help the event run smoothly. With my skills and experience, I believe that I the right fit for the position.

First of all, it is crucial for the volunteer guide to communicate with the athletes as there are athletes coming from all around the world. I am proficient in Cantonese, English, Japanese, Korean and Spanish. Having volunteered in the last few athletics events held in Hong Kong, I have had the privilege to communicate with athletes from other countries and learnt what they usually want and need. Therefore, I can be a caring guide using my language skills. I also have some experience of chatting with people from other countries, which I gained from joining an exchange programme to the UK and Spain last year. I can understand most the colloquial they usually use. I believe that these skills and abilities would surely help me to be an effective communicator as a volunteer guide.

Apart from good language skills, I can provide first-aid when there are injuries at the event. As the leader of Red Cross Youth of my school, I have got the first-aid certificate from the Hong Kong Red Cross Youth after attending a two-month course and taking an examination on first aid. Hence, I am trained to help athletes or spectators that are injured and provide them with emergency care services so as to reduce the pain they suffer immediately. Also, with the leadership and interpersonal skills learnt from being a leader of the Red Cross, I am sure that I am patient and reliable to help other volunteer guides when they face different obstacles in the event. I trust that the aforementioned experiences and characteristics would be essential for me to be a responsible volunteer guide.

Moreover, thanks to the experiences gained from being a volunteer guide of numerous big athletics events, like the Youth Olympic Games, I am acquainted with the duties since I have been allocated to different positions. I am punctual and is never late for the preparation for the athletics events. If I am to get a position as a volunteer guide at this event, I will put 100% effort to do my best.

Not only would the East Asian Athletics Olympiad benefit from my skills and experiences, but this will also help me broaden my experiences in organizing international sports events and allow me to be a professional organizer in the foreseeable future.

If you need any further information, please do not hesitate to contact me at 6666 6666.

Yours faithfully,

Chris Wong