

Dear Sir/Madam,

I am writing to express my interest in the volunteer job at your animal shelter which I saw advertised on your website.

I am fifteen years old and considering studying veterinary science when I finish secondary school. I have always loved animals and have some experience taking care of my neighbours' pets while they are on holiday. In addition to this, I regularly spend time on my uncle's farm helping with feeding and cleaning.

I am hard-working, punctual and willing to help with any kind of job at the shelter. I am certain that this experience will provide me with many learning opportunities and help me gain new skills.

I hope I have shown that I am the right person for this position.

I look forward to hearing from you.

Yours faithfully,

Emily Jones

Top Tips for writing

1. Begin and end the letter appropriately.
 - **Beginning:** Dear Sir or Madam with no name – **Closing:** Yours faithfully
 - **Beginning:** Dear Mr / Mrs / Ms + surname – **Closing:** Yours sincerely
2. Give a clear reason for writing.
 - I am writing with regard to ... / to enquire about ... / to apply for ... / to express interest in ...
3. Use linking words to join similar ideas into paragraphs.
4. Include a summary comment near the end of your letter.
 - I hope you will find this information useful.
 - I would be very grateful for your assistance in this matter.
5. Close your letter with a set phrase.
 - I look forward to hearing from you.