**KUBWIMANA Aimee Diane**  
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**Date:** June 2, 2025

**To:**  
Delice Isimbi  
Human Resources Department  
The Jonathan Foundation  
[deliceisimbi@jonathan-foundation.org](mailto:deliceisimbi@jonathan-foundation.org)

**Subject:** Application for Volunteer Assistant Position

Dear Ms. Isimbi,

I am writing to express my interest in the Volunteer Assistant position at The Jonathan Foundation. I am passionate about supporting community development and would be proud to contribute to your organization’s mission.

With my background in Business Information and Technology, I am confident in handling administrative work such as answering emails and phone calls, managing records, and supporting volunteers in practical tasks. I am also prepared to assist and lead volunteer groups and report on their progress while ensuring a positive experience for everyone involved.

In addition to practical work, I can help with communication by sharing photos and updates about volunteer activities, assisting in writing stories or newsletters, and promoting volunteering opportunities to attract new people to the foundation. I am eager to support volunteer recognition efforts and will use my personal networks to enhance this role.

I have a university degree and excellent English skills in both speaking and writing. I am confident in working with people and ready to live near your location in Gashora Sector, Bugesera District.

Thank you for considering my application. I have attached my CV and would be happy to attend an interview at your convenience.

Sincerely,

  
**KUBWIMANA Aimee Diane**