**Dear Sir/Madam,**

**I am writing in reply to your advertisement that appeared in the People Magazine last week, I have heard many good things abput your organization and the summer camps it runs and, therefore, I would like to be considered as a volunteer at this year’s camp.**

**Currently I am a full-time education and attend the University of Bucharest. As you are probably aware, students have considerable vacation in the summer and, as a result, I would be available for any two-week period during July or August.**

**Despite the fact that I have never worked with disabled people, I feel that I have a lot to offer. I am enthusiastic and enjoy working as a team member. I can imagine that being part of a summer camp would be very rewarding and I see it as an opportunity to meet new people and form new friendships, I am not afraid of hard work and I am fit and healthy.**

**I have always love sport, especially swimming, skating, skiing. I also belong to the college basketball team. I believe my interest in swimming, and in sport in general, is something I can share and pass on to the teenagers at the camp, as sport is something that lots of people can enjoy in spite of physical limitations. Furthermore, I successfully completed a first-aid course last summer run by the Red Cross organization.**

**Your advertisement gave no details about what the job would involved and, for this reason, I would welcome an opportunity to meet you so I could find more about the summer camp and what my duties would be. It would also give you the chance to decide if I am suitable for the work involved. I am available most mornings and weekends as my classes are all in the afternoon.**

**I look forward to hearing from you.**

**Yours faithfully,**

**Name**