

Volunteer Internship Application

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the volunteer internship position at [Organization's Name] as advertised [where you found the position]. I am passionate about [related field or cause], and I believe that my skills and experiences make me a strong candidate for this role.

I am currently [your current status, e.g., a student at XYZ University, pursuing a degree in ABC]. Through my coursework and previous volunteer work at [previous organization or experience], I have developed [specific skills or experiences related to the internship]. I am eager to contribute my time and efforts to your organization while gaining valuable experience in [mention specific areas related to the organization's work].

I am impressed by [something specific about the organization], and I would be thrilled to be part of your team. I am available [mention your availability], and I am flexible with the hours I can contribute.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Organization's Name]. Please feel free to contact me at [your phone number] or [your email address] to schedule a time to talk.

Sincerely,

[Your Name]