

YOUR NAME

XXXX Wilson, Montreal Quebec, H4A0A2
Email: xxxxxxxx@hotmail.com Tel: xxx-xxx-xxxx

October 12, 2010

Application for Volunteer Internship

Dear Host Company:

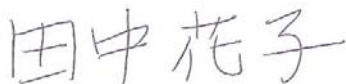
I am a student at the International Language Schools of Canada in Montreal, and I have been studying Business Communications since October 2009. I am interested in applying for a 10 week volunteer internship which begins on January 4th. (*INTRODUCTION – your current situation and internship dates*)

As you will see from my attached resume, I have academic and professional experience that may be of benefit to your company. I studied Marketing and Communications at University of Tokyo in Japan. My professional background includes working part-time as a server in a busy restaurant and as a graphic designer for over one year with a marketing firm, specializing in graphic design and publishing. I also volunteered for six months at a seniors home. These experiences have equipped me with transferrable skills and helped prepare me for working abroad. After finishing my studies in Canada, my goal is to work for a large advertisement firm doing graphic design in Japan. (*SUMMARY OF QUALIFICATIONS – brief outline of education, work and volunteer experience*)

I am confident I have the necessary qualifications and attitude to contribute to the success of your company. As a responsible and hardworking individual, I welcome the opportunity to volunteer with you. I remain fully available to meet with you at your earliest convenience. (*CLOSING – brief character description and thanking employer*)

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,



Tanaka Hanako