

JANE SMITH

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Blood Drive Organizer Position
Blood Donor Organization
P.O. Box 41111
Lafayette, Louisiana 70504-1111

Dear Sir or Madam:

I am writing to apply for the Blood Drive Organizer position open at Blood Donor Organization. What excites me most about this position is its focus on working with people toward a great cause.

Organizing blood drives and recruiting donors requires dealing with many people in a respectful and motivating way. I have a knack for doing these things to accomplish positive goals. For example, while working with my local church as an Assistant Youth Pastor for two years, I led a youth group and ran two summer camps for them, which included teaching, counseling, and activities for two weeks. I also helped organize and run eight church events, including a fundraiser where we raised over 3,000 dollars plus bags of clothes and boxes of food for victims of Hurricane Ike. I worked several-hour shifts several times a week for the Red Cross while it temporarily housed 58 victims of Hurricane Ike in my church's facilities. Finally, while working as Secretary of the UL Political Science Club, besides helping with all the Club activities, I was responsible for solely organizing and managing a discussion forum where students met three candidates for a local city council position. I would love to use these experiences and skills by working with others to organize blood drives and by motivating people to donate blood to accomplish your organization's wonderful goal of saving lives.

Enclosed please find my resume. I will call you next week to possibly set up a meeting where we can discuss further my talent for organizing and motivating people. I look forward to speaking with you. If you have any questions, please call me at 337-555-5555 or e-mail me at janesmith@email.com. Thank you for your time and consideration.

Sincerely,

Jane Smith

Encl.