

Dear Madam Williams,

I hope you are doing well. I am enthusiastic to submit this letter of interest, my enclosed resume and professional references in application to apply for a volunteer opportunity which could lead to a permanent position with the **United Negro College Fund**.

I am interested in this position with your organization because I value working within an organization dedicated to higher education. I am passionate about education and understand that education allows people to change their lives in positive ways.

As you will see from my resume I have significant experience as an administrative team member within a variety of professional settings. I am well prepared to serve as a volunteer. I understand that this position requires someone who is flexible, diligent and willing to go the extra mile in her professional position in order to get the job done. I am that person. I have three years of experience in administrative and office management work coordinating schedules, events, presentations, database management and various other tasks necessary to the success of my supervisors or management team.

Throughout my professional experience I have accomplished many things that I am proud of. Below are a list of a few of those accomplishments:

- Created different training documents for 100-200 teachers to help assist with their learning and development.
- Advised management by providing expert analysis and advice on complex administrative issues and made recommendations on developments of new training.
- Effectively led the training of 100 staff members in various areas of the department.
- Received reward of \$3000 for helping make sure the unit was trained.

Among many things that define me, mostly I am a woman who values her family. On my resume you will notice a gap in my employment history from January 2012 to April 2013. During this time, I returned to my home state of Kentucky to provide daily care for a sick family member.

I am confident that I would be a great fit for the **United Negro College Fund**. I look forward to speaking with you in the near future regarding my candidacy for this position. Please feel free to contact me at 000-000-0000.

Sincerely,

Signature here\*

Debra Collins