

111 Main Street  
Jersey Shore, PA 17740  
September 17, 2010

Ms. Patti Smith  
HIV Prevention Educator  
The AIDS Project  
8 North Grove Street  
Lock Haven, PA 17745

Dear Ms. Smith,

I am a senior Health Science major at Lock Haven University and I would like to be considered for the volunteer position with The AIDS Project. I became aware of the opportunity at the V.I.P. Fair held at LHU, on September 13, 2010.

My primary interest is in HIV and AIDS, mainly because it affects a multitude of people. In addition to my coursework at LHU, I have had previous experience discussing HIV and AIDS in a classroom setting with my peers. **(MENTION ANY COURSE WORK SPECIFICALLY RELATED TO YOUR FIELD EXPERINECE SITE)** I take pleasure in helping people and encouraging them and I believe that a person can grow more as a result of helping others than anything else. The work that you do is very important and I want to be a part of it. I am a sincere, honest, trustworthy person and I take pride in what I do. I believe my references would tell you that I am exceptionally responsible, organized, dependable, and always on time. Enclosed is a copy of my resume.

I would appreciate the opportunity to meet with you and further discuss how my qualifications might be of benefit to your organization. I am available to meet with you at your convenience and may be reached at 570-748-0000.

Thank you for taking the time to consider me for the position.

Sincerely,

Jane Jones