

119 Beasley Road  
Oxford  
OX2 6BD

Mr Sandeep Singh  
Motiv-aid  
7 Green Street  
Cambridge  
CB2 6TF

15 April 2016

Dear Mr Singh

I am writing in response to the recent vacancy notice for your company on the Oxford University Careers Service website, and wish to apply for the post of Fundraising Officer.

As you will see from my CV, I am in my final year at Oxford University, studying Mathematics. Whilst maths is a subject I enjoy, I wish to pursue my long-standing interest in charities and voluntary work, now that I am approaching graduation.

I am keen to pursue my interest in working with disadvantaged young people, and to make full use of my skills in motivating people to make a difference. Motiv-aid has established its credentials working in some of the most disadvantaged areas of the country, and the government funding recently awarded to the organisation is recognition of the success of its philosophy. After my experience with Jacari, I am attracted by the opportunity to help other young people and to develop my fundraising skills in such an environment.

Motivating people to work with me towards a common, worthwhile goal is something that I find hugely enjoyable and rewarding. As Marketing and Publicity Officer for last year's college ball, I was extremely pleased that we had more applicants for tickets than ever before, and was particularly proud that the marketing pack I put together to send out to potential sponsors played its part in attracting record levels of sponsorship. One of the most rewarding aspects of being at Oxford has been the work I have done with Jacari. During my time on the committee, the number of volunteers involved with the project has increased by 50%, and I have enjoyed both the challenge of raising the profile of the society and my work with the young people themselves. One of the aspects of voluntary work that particularly appeals to me is the spirit of teamwork that often accompanies it, and this has been apparent on the working holidays I have been on with the National Trust and English Heritage.

I look forward to hearing from you, and would welcome the chance to discuss my application with you at interview.

Yours sincerely

Joanne Miller