

55-44th St. NW
Calgary, AB T2B 1C4

December 9, 2011

Ms. Marlene Safeway
Manager Human Resources
VRRRI
400-1234 50th Ave. SW
Calgary, AB T2G 3M2

Dear Ms. Safeway:

Re: Volunteer Resources Manager Competition #F04-52

Your recent advertisement in the Calgary Herald caught my attention. I am graduating this year with my Bachelor of Community Rehabilitation and Disabilities Studies Degree, with Honours, from the University of Calgary. I feel this position compliments both the academic knowledge and the past experiences I have to offer.

While I was the Head Volunteer at the Lethbridge Public Library, I coordinated the after school craft program for disabled children ages three to 14. Not only did this require exceptional planning and organizational skills, but I was also accountable for hiring and training other volunteers.

As a Team Leader at Chrysalis for two years, I was responsible for the recruitment, selection, orientation, training, performance management, and recognition of a team of 20 your volunteers.

At the University of Calgary, I coordinated and managed a volunteer after hours walk home program called SAFEWALK for two years. My demonstrated ability to lead a student organization of 200 volunteers resulted in a 55% increase in business.

This position would be appropriate as I shift from attending university to launching my career. I am confident that my skills and experience are a natural fit for this position. Please contact me anytime at 403-222-5555 or veronicav@ucalgary.ca.

Sincerely,

Veronica Volunteer