

Dear Ms Williams,

I am writing to apply for the role of Fundraising Intern, posted on the Oxford University Careers Service vacancies page. I am in my penultimate year of a 4 year undergraduate degree, studying French and Spanish at Oxford University.

I am very interested in joining X as an intern, as your work closely aligns with my interest supporting and working with disadvantaged young people. Your charity has established its credentials working in some of the most disadvantaged areas of the country and I believe that the government grant you recently received, is recognition of the success of your philosophy and initiatives. I have been particularly interested in following the progress of your work supporting and funding youth clubs, to design and incorporate mental health and well-being programmes, music and creative arts lessons into their services. These types of programmes and initiatives are very important, as they are usually the first to be cancelled when budgets are cut. Reading and watching the testimonies of the young people who have engaged in your programmes has been inspiring and offers an insight into the positive benefits and outcomes of your programmes.

I believe I have the experience and skills to be a successful Fundraising Intern. I have been a volunteer with a local refugee charity for the past two years, supporting children and young people who have recently arrived in the UK. As a volunteer my role has been varied and has included tutoring English and Maths up to GCSE level, supporting day trips and museum visits, supervising sporting activities and fundraising for the charity. Last year I organised a sponsored 5K run which members of the local community took part in, raising £2,500.

I enjoy working in teams with other people to achieve a common goal. In my 2<sup>nd</sup> year at university I was Treasurer for my college's drama society. I worked closely with four other committee members to stage our annual summer play, managing our limited budget and successfully securing additional funds from the college's senior leadership. I have also developed good organisations skills through balancing my academic work and extra-curricular activities. In addition to my studies and drama activities, I play for my college's Football and Hockey teams.

The work you do is inspiring and this internship will give me the opportunity to learn more about fundraising within an established and successful charity. I believe that I can make a real contribution to your work, through my fundraising, teamwork and organisational skills and my interest and enthusiasm for your programmes and projects.

Thank you. I look forward to hearing from you and if you have any questions, please do not hesitate to contact me.

Yours sincerely,