First name Last name APPLICATION

Street address

Postal Code

CITY

COUNTRY January 2014

tel. +(country code) XX XXX XXXX

email: XXXXXXXXXXXXXXXXXXX

PRACTICAL TRAINING PERIOD IN TANZANIA

Dear Mr. / Mrs.

In the first paragraph you tell in short who you are, what is your name, your sex, your age and your profession.

In the second paragraph you tell what do you want. That you want to do voluntary work where? For how long time? Starting when? And why?

Here you can tell about your earlier education and work experience or other activities that give you skills to do your voluntary work. Describe what kind of things you are willing or able to do in the placement e.g. in the hospital what is your specialty or where you have most experience.

Tell about yourself as a person, about your personality and what characteristics support your volunteering. Tell if you have some special skills that you can use in the placement.

Note the use of capital letter and small letter in the heading of the letter.

I look forward hearing from you.

Yours sincerely,

 First name Last name