

14 Bay Tree Road  
Birmingham  
B23 6TY

Ms Gill Cooper  
OxiAID  
Carstairs Street  
London  
W12 6YG

10th March 2016

Dear Ms Cooper,

I wish to apply for the post of Fundraising Officer that I saw advertised on the Oxford University Careers Service website. I am in my final year at Oxford University studying Mathematics. I have a long-standing interest in charity work, and believe that I have the qualities and experience required to be a successful fundraiser for OxiAid.

My experiences with Jacari have made me realise that I am attracted to the opportunity to help other young people and to develop my fundraising skills in such an environment. I am particularly interested in OxiAID because it has established its credentials working in some of the most challenging areas of social aid, and the government funding recently awarded to the organisation is recognition of the success of its philosophy.

I have really enjoyed motivating people to work with me towards a common, worthwhile goal. As Marketing and Publicity Officer for the College Ball last year I was extremely pleased that we had more applicants for tickets than ever before – a 25% increase on the previous year's sales. I believe that the marketing pack I put together for 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 in the project has increased by 50%, and I have enjoyed both the challenge of raising the profile of the society and my work with young people. One of the aspects of voluntary work that especially appeals to me is the spirit of teamwork that it often entails. This spirit has also been apparent on the working holidays that I have undertaken with the National Trust and English Heritage.

I would welcome the opportunity to discuss my application with you and look forward to hearing from you.

Yours sincerely,

Joseph Williams