

## EXAMPLE OF A JOB ADVERT FOR VOLUNTEERING STUDENTS

(You are advised not to apply for this position but use the related sample application documents for ideas to create your own)

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### **VOLUNTEERVENTURES** **Website Assistant (Voluntary)**

As a Website Assistant, your gift of time, skills and experience will enhance the overall capacity of VolunteerVentures to strive towards our vision of overcoming poverty and suffering both here and overseas.

**Key Tasks:** Reporting to the Website Manager, your role will be to provide technical, website support for the Community Volunteers who undertake activities/tasks such as fundraising, campaigning and event coordination. You will use your creativity, liaison and technical skills to keep the website interesting and current.

**Skills:**

We are seeking self-starters with skills in Java, Flash, communication (oral and written), teamwork, organisation, communication, and great people and interpersonal skills.

Send your Resume and Cover Letter to [VolunteerVentures@dogood.org](mailto:VolunteerVentures@dogood.org)

Vera Volunteer  
234 Wellington Rd  
Clayton, 3800  
Ph: 041234567812  
E: [vera.volunteer@student.monash.edu.au](mailto:vera.volunteer@student.monash.edu.au)

27 August 2009

Christine Cook  
Volunteer Coordinator  
VolunteerVentures  
234 Dandenong Rd,  
Caulfield VIC 3216

Dear Ms Cook,

**RE: Website Assistant**

I am writing to apply for the above position as advertised on Monash University's Volunteer Gateway. Of particular interest to me would be the opportunity to support the work of VolunteerVentures fundraising and campaigning as I recognise the importance of overcoming poverty and suffering both here and overseas.

Currently, I am in the second year of a Bachelor of Computer Science and have been looking for an opportunity to apply my technical knowledge and communication skills in an organisation that delivers valuable programs worldwide. In addition to acquiring high level technical skills in Dreamweaver, Fireworks, Java and Flash through my university studies, I have also honed my communication and administrative skills. I have a 100% record for submitting work on time and have successfully completed a unit in project management. My major project, for which I received a distinction, required me to develop and manage a website for the community organisation NewWebs.

I have also been involved voluntarily as Web Trouble Shooter for the Monash University Hockey Team for the past two years. In this capacity, I improved access to the website ([www.monashhockey.com.au](http://www.monashhockey.com.au)) resulting in more hits and interest in the club. I also developed an interactive game for the site that has been hugely popular.

Thank you for reviewing my application. I have enclosed a copy of my resume and would be very pleased for the opportunity of an interview to discuss how I could contribute my skills to enhance VolunteerVentures campaigns through its website.

Yours sincerely,

Vera Volunteer