

14 Bay Tree Road  
Birmingham  
B23 6TY

Ms Gill Cooper  
OxiAID  
Carstairs Street  
London  
W12 6YG

10 November 2010

Dear Ms Cooper

I wish to apply for the post of Fundraising Officer which 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.

My enthusiasm for pursuing a career in this area stems from my interest in working with disadvantaged young people, and my desire to make full use of my skills in motivating people to make a difference. OxiAID 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. After my experiences with Jacari, I am attracted by the opportunity to help other young people and to develop my fundraising skills in such an environment.

Motivating people to work with me towards a common, worthwhile goal is something that I find hugely enjoyable and rewarding. 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. I believe that the marketing pack that 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 themselves. One of the aspects of voluntary work that particularly appeals to me is the spirit of teamwork that often accompanies it. This spirit has also been apparent on the working holidays that I have been on 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