

**Subject Line:** Volunteer Position – Charlie Monk

**Email Message:**

Dear Ms. Little,

I am interested in any volunteer opportunities that may be available at the Sacred Heart Senior Center. I have experience working with senior citizens and would be thrilled to continue such work in a volunteer capacity.

I volunteered as an aide at the St. Lucy Center and enjoyed being able to help senior citizens with arts and crafts. In this position, I assisted with projects and accompanied field trips to local musical events and museums.

If the Sacred Heart Center has a need for a dedicated volunteer, I would be thrilled to have the opportunity to assist.

My schedule is flexible, and I would be available to volunteer at your convenience. I hope to schedule an interview at a mutually convenient time. I look forward to speaking with you. Thank you for your consideration.

Sincerely,

Charlie Monk  
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Smallburg, CT 11102  
Email: monkeydude@emailsite.com  
Cell: (555) 555-1243