

N'NOH AKAME METUGE

MZEROAKAME17@GMAIL.COM

TELEPHONE NO: 651196271

YAOUNDE, CAMEROON

THE HUMAN RESOURCE MANAGER,

CAMRAIL,

DEAR SIR,

LETTER OF VOLUNTEERING

It is an honor to write this letter for a volunteering opportunity into your organization. I am interested to partake in the volunteering activity that your organization could offer me in relation to my field of studies which is a bachelors in business management sciences. I have significant experience that I have which I wish to put into use in your organization.

Your institution offers several aspects related to my field of studies which I will like to indulge into, so I would like to volunteer into your institution. The reason being that I will like to obtain some field work experience and also to help others learn from the knowledge I have acquired from school so as to help the organization progress. I have several skills in computer, management accounting and even marketing knowledge that I have acquired which may be of use in your organization. Furthermore as stated in my Curriculum Vitae, I did an internship in CDC Bota palms Limbe and I engaged into several organizational activity section such as the payroll. Also I am disciplined and a respectful person. Presently, my schedule is flexible and I am available to volunteer for any activity related to my field of studies. I do not have any previous volunteering work experience, but I think I am capable to do some of the activities that may be assigned to me. I will appreciate to offer my services to your organization. I am hoping that this program could increase my professional skills and experience in job related activities so as to contribute to a significant increase in the strength your company and to me as a future worker.

It will be a pleasure for me to discuss a convenient time and hear from you if you see me as a potential volunteer in your institution. Thanks for taking the time to review my attachments and my other documents meanwhile I will wait for your response.

Yours sincerely