

Hello Lily,

My name is Raven Sutherland and I'm a grade 12 student at St. Mary's. I am interested in applying for your "Teen Contributor" position at EPYC2017: Inspire Action.

I am applying to this position because I have an interest in learning more about our community. I believe that young people can make a difference in the world and I would like to know how to do that! My previous volunteer experience as LINK leader at my school provided me with the opportunity to know that helping other youth is my growing passion!

Please let me know what the next steps are. My phone number is 519-123-4567 and this is my personal email address. I am available for the timing listed in your position.

Looking forward to hearing back from you.

Have a nice day,

Raven

**Commented [m1]:** Use the contact name listed on the position

**Commented [m2]:** Say your name, grade, and school

**Commented [m3]:** Indicate the position you are applying for

**Commented [m4]:** WHY are you applying? Do you have past experience? A personal connection to the cause? Share your skills and talents

**Commented [m5]:** Provide your phone number too (if you have one)

**Commented [m6]:** Let them know you are available for the time listed

**Commented [m7]:** Sign off in a nice and positive way