

Jack Allen

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September 22, 2011

Sarah Joiner
Director of Volunteer Services
Austin Habitat for Humanity
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512-472-8788

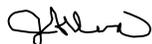
Dear Ms. Joiner,

My name is Jack Allen and I am doing an experiential learning project for my business communication course at St. Edward's University. For this project, I am required to volunteer at a nonprofit organization in some capacity during this semester, which ends on December 4th. I am writing to request a volunteer opportunity with Austin Habitat for Humanity.

I learned about your organization and the volunteer opportunities you provide through your website and through volunteer work I have done previously with the Houston branch of your organization. I believe that providing adequate housing for disadvantaged families is one of the most important aspects of community service and a vital step to bettering any community. I already have significant home construction experience from work I have done for my father's homebuilding company which I have worked for on and off for many years. I also am very skilled in deconstruction and cleanup of job sites, and I would like to offer my services wherever you have a need for them. I am very flexible and am willing attempt any other types of jobs you need done around the office or construction sites.

Please let me know when any volunteer opportunities arise or when you need help of any sort within your organization. I am available almost any time during the weekends, and sometimes in the afternoons during the week. Feel free to contact me by phone at 512-555-1108, or by email at jallen@stedwards.edu. Thank you for your time and consideration.

Sincerely,



Jack Allen