

# Prospecting for Non-Advertised Position Letter

1256 Long Rd.  
Greensboro, NC 27410  
March 26, 2012

Ms. Roberta Peterson  
XYZ Community Agency  
1327 Matthew St.  
Greensboro, NC 27026

Dear Ms. Peterson:

I will be graduating from The University of North Carolina at Greensboro next year and I am interested in gaining paid or unpaid practical experience at XYZ community agency during the upcoming summer break. I have lived in Greensboro for 3 years and have continuously heard positive remarks regarding the services offered by XYZ. Also, I have read your brochure and I was excited to learn of your commitment to improving the way of life for the elderly. This is a mission that I am dedicated to as well.

My major is Human Development and Family Studies with a specific concentration in Family Studies. I have always known that I wanted a career that would allow me to help others. My specific interest in the elderly population was solidified when my grandmother came to live with us during my junior year of high school. I am currently taking a Family Gerontology course with concepts I know I can utilize at XYZ agency.

My resume is enclosed for your consideration. My education and deep commitment to the welfare of others matches the qualifications you seek in your staff members. The feedback I have received from professors and past work supervisors makes me confident that I have strong, effective interpersonal skills and can make a significant contribution to the population you serve.

I know how busy you must be, but I would appreciate a few minutes of your time. I'd like to call you the week of April 11 to discuss possible volunteer or employment opportunities at your convenience. In the meantime, I can be reached via e-mail at [jbjones@uncg.edu](mailto:jbjones@uncg.edu) or by phone at (336) 123-4567. Thank you for considering my request.

Sincerely,

*Jane Jones*

Jane Jones

Enclosure