

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Recipient's Name]  
[Department/Office Name]  
Ohio State University  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the volunteer position at Ohio State University as advertised [where you found the position]. As a [your current position or student status] with a passion for [related field or cause], I am eager to contribute my skills and enthusiasm to your team. Throughout my experience in [relevant experience or background], I have developed strong [skills or attributes related to the position]. I am particularly drawn to this opportunity because [specific reason related to the university or position], and I believe I can make a positive impact through [specific contributions you hope to make].

I am excited about the possibility of working with [mention any specific teams, departments, or initiatives at OSU that interest you]. I am confident that my [mention any relevant skills or experiences] align well with the goals of your organization.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to Ohio State University. Please feel free to contact me at [your phone number] or [your email] to arrange a meeting.

Sincerely,  
[Your Name]