

12 Linden Road, East Sandwich, MA 02537

March 1, 2007

AAA B. CCC, Ph.D.  
Staff Director, ZZZ Institution  
YYY University  
33 XXX Street  
WWW Town, MA 02537, USA

Dear Dr. CCC,

This letter is my application for the volunteer position of ...

### I. CV

I have attached my complete CV. However, I also will highlight aspects I feel are particularly relevant to the position:

- a. I was ...
- b. I currently serve ...
- c. I have had ...
- d. I have been involved with the world of computers since 1963; ...
- e. Later in my business career, I was ...
- f. I have written and published papers on a variety of topics ...
- g. I was the editor of the *International Jugglers Association Newsletter* for two years; created the on-line *Journal of the Center for Quality of Management*<sup>1</sup> and was its editor for its 10-year existence; am a regular columnist for the on-line *PracTeX Journal*; and ...

### II. Letter of support

The request-for-applicants asks for a letter of support from the candidate's institution or employer. I am retired and in control of my own time, and thus such a letter seems not to be relevant in my case.

### III. Future plan for the publication

The request-for-applicants also asks for a plan for the future of the publication.

- a. My impression is that ...
- b. In particular, I think ...
- c. One approach would be ...
- d. Continue to ...

I look forward to hearing your response to this application and will be glad to provide other background information or answer additional questions as you see fit. In addition to the attached CV, you can find more information about me at [www.walden-family.com](http://www.walden-family.com).

Sincerely yours,

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<sup>1</sup> This is the first of several hot links for on-line readers of this letter.

David Walden