



Dear Applicant:

Thank you for your interest in volunteering at MUSC Florence Medical Center  
Documents required to be returned prior to scheduled interview:

1. A volunteer application - to be completed and returned.
2. Letter of Recommendation on business letterhead.

Please include a letter of recommendation on business letterhead from a competent adult (18 years or older), **who is not a family member or relative**. The letter needs to include approximately how long you have known each other and in what capacity (friends, neighbors, co-workers). The letter may be addressed to me.

Once I receive all of the above documents and references are checked, I will call you to schedule a 45 minute interview.

**When you come for the interview, please bring your Driver's License and Social Security card** for a background check authorization.

I look forward to meeting you.

Sincerely,

*Kim Geiger*

Kim Geiger, Director  
Marketing and Public Relations / Volunteer Services

Enclosures: Application