

[Your Full Name]
[Your Address]
[Your Phone Number]
[Your Email Address]
[Date]

[Hiring Manager Name]
[Organization Name]
[Organization Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the Volunteer Coordinator position at [Organization Name], as recommended to me by [Referral Name], who currently serves as [Referral's Title/Role] within your organization. Having followed [Organization Name]'s commitment to [Specific Animal Welfare Mission], I am eager to apply my experience in community engagement and animal advocacy to support your volunteer programs.

In my previous role at [Previous Organization], I successfully managed a network of over [Number] volunteers, overseeing recruitment, training, and retention initiatives. I understand that a robust volunteer base is the backbone of animal welfare operations, and I pride myself on my ability to match individual passions with organizational needs-whether in foster care placement, shelter maintenance, or adoption event coordination.

My background includes [Mention 1-2 key skills, e.g., CRM database management, animal behavior knowledge, or fundraising experience]. I am deeply committed to maintaining the highest standards of animal care while fostering a supportive and inclusive environment for the volunteers who make this work possible.

Thank you for your time and for considering my application. I have attached my resume for your review and look forward to the possibility of discussing how my background aligns with the goals of [Organization Name].

Sincerely,

[Your Signature]

[Your Printed Name]