

[Your Full Name]
[Your Phone Number]
[Your Email]
[Your LinkedIn Profile]

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the Community Engagement Volunteer Coordinator position at [Organization Name]. I was referred to this opportunity by [Referral Name], who [describe relationship/context of referral, e.g., currently serves as a board member at your organization]. Based on our discussions regarding your current community outreach goals, I am confident that my background in volunteer management and stakeholder relations aligns with your needs.

In my previous role at [Previous Organization], I successfully [mention a specific achievement, e.g., increased volunteer retention by X% or managed a database of X number of volunteers]. I specialize in creating inclusive recruitment strategies and developing training programs that empower volunteers to become long-term brand ambassadors. I am particularly drawn to [Organization Name]'s mission to [mention a specific project or mission goal].

My approach to community engagement focuses on [mention a skill, e.g., data-driven recruitment or cross-sector partnerships]. I am eager to bring my experience in [specific skill] to help scale your volunteer initiatives and strengthen your local impact.

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 I can contribute to the team at [Organization Name].

Sincerely,

[Your Signature (if sending by mail)]
[Your Printed Name]