

[Your Full Name]

[Your Phone Number]

[Your Email Address]

[Your LinkedIn Profile]

[Date]

[Hiring Manager's Name]

[School or Organization Name]

[Department Address]

Dear [Hiring Manager Name or "Search Committee"],

I am writing to formally express my interest in the Volunteer Coordinator position at [Organization Name]. I was encouraged to apply for this role by [Referral's Name], who currently serves as [Referral's Job Title] within your institution and spoke highly of your commitment to student success and community engagement.

With a background in [Relevant Experience/Degree] and a passion for educational equity, I have developed the skills necessary to recruit, train, and manage diverse volunteer cohorts. In my previous role at [Previous Organization], I successfully [Key Achievement, e.g., increased volunteer retention by 20%]. I am confident that my ability to bridge the gap between community resources and academic needs will be a significant asset to your team.

What draws me to [Organization Name] is your recent initiative regarding [Specific School Project or Value]. I believe that effective volunteer management is not just about logistical coordination, but about fostering an environment where mentors and students can thrive together.

Thank you for your time and consideration. I have attached my resume for your review and look forward to the possibility of discussing how my experience aligns with the goals of your volunteer programs.

Sincerely,

[Your Signature]

[Your Typed Name]