

[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 Executive Volunteer Coordinator position at [Organization Name]. I was recently speaking with [Referral Name], who informed me of this opening and suggested that my background in strategic volunteer management and leadership would be an excellent fit for your team.

In my previous role as [Your Previous Title], I successfully oversaw the recruitment and retention of over [Number] volunteers, resulting in a [Percentage]% increase in operational engagement. My experience aligns closely with your current mission to [Mention a specific goal of the organization], particularly in the areas of program development, executive reporting, and community outreach.

I have long admired [Organization Name]'s commitment to [Specific Program or Value]. With my expertise in streamlining administrative workflows and fostering high-impact volunteer cultures, I am confident that I can enhance the efficacy of your volunteer initiatives from day one.

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 experience can contribute to the continued success of [Organization Name].

Sincerely,

[Your Signature]

[Your Printed Name]