

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

[Date]

[Hiring Manager Name]  
[Healthcare Facility Name]  
[Facility Address]

Dear [Mr./Ms./Mx. Last Name],

I am writing to express my enthusiastic interest in the Volunteer Coordinator position at [Healthcare Facility Name], as recommended to me by [Name of Referring Person], [Their Job Title/Relation to Facility]. Given my background in [Current Industry/Role] and my commitment to patient-centered care, I am eager to contribute to your team's mission.

[Referring Person's Name] mentioned that your department is currently seeking a coordinator who can effectively bridge the gap between community engagement and clinical support needs. In my previous experience at [Previous Organization], I successfully managed [Number] volunteers and implemented a [Specific Program or System] that improved retention by [Percentage/Metric]. I understand the unique compliance and sensitivity requirements inherent in a healthcare environment and am prepared to ensure all volunteers are thoroughly vetted and trained.

I am particularly drawn to [Healthcare Facility Name] because of your reputation for [Specific Project, Value, or Healthcare Specialty]. I am confident that my skills in recruitment, scheduling, and interpersonal communication will allow me to maintain the high standards of your volunteer program.

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 support your volunteer initiatives.

Sincerely,

[Your Signature]  
[Your Printed Name]