

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

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

**Re: Volunteer Coordinator Position - Referral from [Referrer Name]**

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

I am writing to express my interest in the Volunteer Coordinator position at [Organization Name], as recommended to me by [Referrer Name], who currently serves as [Referrer's Position/Relationship to Organization]. Having followed [Organization Name]'s impactful work in [Specific Region or Sector], I am eager to contribute my experience in international humanitarian logistics and volunteer management to your team.

In my previous role at [Previous Organization], I successfully coordinated deployment cycles for over [Number] international volunteers across diverse cultural landscapes. My background has equipped me with the ability to manage complex visa processes, safety protocols, and cross-cultural orientation programs. I am particularly committed to [Specific Value, e.g., ethical volunteering/capacity building], which aligns perfectly with your current initiatives in [Specific Program].

My expertise includes:

- [Key Skill 1: e.g., Multilingual recruitment and vetting]
- [Key Skill 2: e.g., Crisis management and remote field support]
- [Key Skill 3: e.g., Impact reporting and volunteer retention strategies]

I am confident that my practical field experience and dedication to international development will help streamline your volunteer operations and enhance your mission's reach. I have attached my resume for your review and look forward to the possibility of discussing how my skills can support [Organization Name].

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]