

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

[Date]

[Hiring Manager Name]
[Title, e.g., Executive Director]
[Nonprofit Organization Name]
[Organization Address]

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

I am writing to express my interest in the Volunteer Coordinator position at [Organization Name]. I was recently speaking with [Name of Referring Individual], who is currently a [Role/Title] within your organization, and they suggested I reach out regarding this opening based on my background in community engagement and program management.

Having followed [Organization Name]'s work in [mention specific cause or mission], I have long admired your approach to [mention a specific project or achievement]. My experience includes [Number] years of managing diverse volunteer cohorts and developing recruitment strategies that increased retention by [Percentage]%. I am particularly skilled at matching individual volunteer strengths with organizational needs to maximize social impact.

In my previous role at [Previous Organization Name], I successfully implemented a new volunteer tracking system and streamlined the onboarding process, resulting in a more cohesive and motivated team. I am eager to bring this same dedication and operational efficiency to your mission-driven team.

I have attached my resume for your review and look forward to the possibility of discussing how my experience aligns with the goals of [Organization Name]. Thank you for your time and for the work you do for our community.

Sincerely,

[Your Signature]
[Your Typed Name]