

[Your Name]
[Your Phone Number]
[Your Email]
[Your LinkedIn Profile URL]

[Date]

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

RE: Referral for Volunteer Coordinator Position - [Referrer's Name]

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the Volunteer Coordinator position at [Organization Name]. I was recently encouraged to apply for this role by [Referrer's Name], currently a [Referrer's Job Title] within your team, who spoke highly of your organization's commitment to [Organization's Mission/Core Value].

With a background in [Number] years of experience in [Relevant Field/Community Outreach], I have developed a deep expertise in recruitment, retention, and community engagement. In my previous role at [Previous Organization], I successfully managed a database of [Number] volunteers and increased retention rates by [Percentage] through the implementation of new training and appreciation programs.

My approach to volunteer coordination focuses on building meaningful relationships and ensuring that every individual feels their contributions directly impact the organizational goals. I am particularly drawn to [Organization Name] because of your recent work on [Specific Program or Initiative], and I am confident that my skills in [Skill 1] and [Skill 2] align perfectly with the needs of your volunteer department.

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 contribute to the continued growth of your volunteer programs.

Sincerely,

[Your Name]