

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

[Date]

[Hiring Manager Name]  
[Senior Center Name]  
[Center Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the Volunteer Coordinator position at [Senior Center Name], as recommended to me by [Name of Referring Person/Professional Relation]. Having worked closely with [Referring Person] at [Previous Organization], they suggested my background in community outreach and passion for geriatric care would be an excellent fit for your team.

In my previous roles, I have successfully recruited, trained, and managed diverse volunteer groups to support community programs. I understand that a Senior Center requires a coordinator who is not only organized but also deeply empathetic to the needs of older adults. My experience includes [mention 1-2 specific skills, e.g., database management or event planning], ensuring that volunteer efforts directly improve the quality of life for center participants.

I have long admired [Senior Center Name]'s commitment to [mention a specific center program or mission]. I am eager to bring my skills in program development and volunteer retention to your organization to help expand your impact.

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 your volunteer program.

Sincerely,

[Your Signature]

[Your Printed Name]