

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

[Date]

*[Hiring Manager Name]*  
*[Title, e.g., Director of Operations]*  
*[Organization Name]*  
*[Organization Address]*

**RE: VOLUNTEER COORDINATOR POSITION - REFERRAL BY [REFERRAL NAME]**

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

I am writing to express my interest in the Volunteer Coordinator position at *[Organization Name]*. I was encouraged to apply for this role by *[Referral Name]*, who spoke highly of your organization's commitment to *[specific mission or community impact]*.

With a background in social services and a passion for community engagement, I have developed the skills necessary to recruit, train, and retain a diverse volunteer base. In my previous experience at *[Previous Organization]*, I successfully managed *[Number]* volunteers and streamlined the onboarding process to increase retention by *[Percentage]*.

I am particularly drawn to *[Organization Name]* because of your recent work with *[Specific Program or Initiative]*. I am confident that my ability to foster meaningful relationships between volunteers and service recipients will contribute significantly to your team's success.

Thank you for your time and consideration. I have attached my resume for your review and look forward to the possibility of discussing how my experience aligns with the needs of your volunteer program.

Sincerely,

*[Your Signature (if sending by mail)]*

[Your Printed Name]