

[Your Name]
[Your Phone Number]
[Your Email Address]
[Your Portfolio/LinkedIn Link]

[Date]

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

RE: Referral for Youth Program Volunteer Coordinator position

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

I am writing to express my strong interest in the Youth Program Volunteer Coordinator position, as recommended to me by [Referral Name], who currently serves as [Referral's Title/Role] within your organization. Having followed the impact of [Organization Name]'s youth initiatives, I am eager to apply my experience in community outreach and mentorship to help scale your volunteer efforts.

In my previous role at [Previous Organization Name], I successfully managed a database of [Number] volunteers and implemented a training curriculum that increased youth engagement by [Percentage]%. My approach focuses on creating structured, supportive environments where volunteers feel empowered to make a meaningful difference in the lives of young people. I am particularly drawn to your organization's commitment to [mention a specific program or value of the org].

Key qualifications I bring to this role include:

- Proven ability to recruit, vet, and retain high-quality mentors and volunteers.
- Experience in coordinating schedules and logistics for diverse youth-oriented programming.
- Strong communication skills tailored for both professional stakeholders and community youth.

I would welcome the opportunity to discuss how my background in volunteer management and passion for youth development can support the continued growth of [Organization Name]. Thank you for your time and for considering the referral from [Referral Name].

Sincerely,

[Your Signature]

[Your Printed Name]