

**[Your Full Name]**  
[Phone Number]  
[Email Address]  
[LinkedIn Profile URL]  
[City, State]

[Date]

[Hiring Manager Name]  
[Title]  
[Company Name]  
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my strong interest in the [Job Title] position at [Company Name]. Transitioning from a background as a Volunteer Coordinator, I offer a unique perspective on full-cycle recruitment, community engagement, and stakeholder management. I am eager to apply my experience in identifying and placing mission-driven talent within your Talent Acquisition team.

In my previous role at [Previous Organization], I was responsible for the end-to-end management of a [Number]-person volunteer program. Much like modern corporate recruiting, this required high-volume sourcing, rigorous screening, and strategic onboarding to ensure a high retention rate. I successfully increased participation by [Percentage]% by implementing new outreach strategies and streamlining the interview process, demonstrating my ability to build a talent pipeline from the ground up.

My experience as a Volunteer Coordinator has honed my ability to assess "culture fit" and soft skills, which are critical in Talent Acquisition. I am adept at utilizing [mention any ATS, CRM, or social media tools] to manage candidate data and maintain a positive candidate experience. I understand that recruiting is about more than filling seats; it is about building the foundation of a company's success through people.

I am drawn to [Company Name] because of your reputation for [mention a specific company value or recent achievement]. I am confident that my transferable skills in relationship building, data management, and organizational strategy will allow me to contribute immediately to your recruitment goals.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background in community-led recruitment can benefit the [Company Name] team.

Sincerely,

[Your Signature]  
[Your Printed Name]