

[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 interest in the **[Job Title]** position at **[Company Name]**. Having spent **[Number]** years managing high-volume volunteer programs within the nonprofit sector, I am eager to pivot my expertise in recruitment, relationship management, and organizational logistics toward a career in Corporate Talent Acquisition.

In my previous role as a Volunteer Coordinator at **[Organization Name]**, I oversaw the full lifecycle of personnel engagement. I successfully increased our volunteer pipeline by **[X]%** by implementing targeted outreach strategies and streamlining the screening process. Much like Talent Acquisition, my work required identifying specific skill sets to meet departmental needs, conducting thorough interviews, and ensuring a seamless onboarding experience to maintain high retention rates.

Key achievements I bring to your team include:

- **Sourcing & Pipeline Building:** Leveraged social media, community partnerships, and digital platforms to build a diverse database of over **[Number]** active participants.
- **Candidate Experience:** Redesigned the orientation process, improving feedback scores regarding the initial "hire" experience by **[X]%**.
- **Data-Driven Management:** Utilized **[Software Name/ATS]** to track engagement metrics and report on recruitment bottlenecks to senior leadership.

Transitioning from the nonprofit space has equipped me with a unique ability to find mission-aligned talent while working within fast-paced environments and tight budgets. I am particularly drawn to **[Company Name]** because of your commitment to **[mention a specific company value or recent achievement]**, and I am confident that my transferable skills in human capital management will allow me to contribute immediately to your recruiting goals.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background in volunteer recruitment can benefit your Talent Acquisition team.

Sincerely,

[Your Name]