

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

[Date]

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

**RE: [Job Title / Requisition ID]**

Dear [Hiring Manager Name],

As a Strategic Volunteer Coordinator with [Number] years of experience in high-volume recruitment, stakeholder management, and program scaling, I am writing to express my strong interest in the [Talent Acquisition Role] position at [Company Name]. Having successfully managed the full lifecycle of unpaid talent-from proactive sourcing to onboarding and retention-I am eager to translate my expertise in human capital strategy into a corporate Talent Acquisition framework.

In my current role at [Current/Previous Organization], I overhauled the recruitment process, resulting in a [Percentage]% increase in qualified applicants and a [Percentage]% reduction in time-to-fill. I am adept at identifying cultural fits and technical competencies through behavioral interviewing, much like the rigorous standards required for [Company Name]'s growth. My background has uniquely prepared me to navigate the complexities of candidate experience, diversity initiatives, and data-driven hiring metrics.

What draws me to [Company Name] is [mention a specific company value or recent achievement]. I am confident that my ability to build sustainable talent pipelines and my strategic approach to employer branding will allow me to contribute immediately to your recruitment objectives. I am particularly skilled at using [mention ATS software or CRM] to streamline operations and ensure a seamless candidate journey.

I look forward to discussing how my background in strategic volunteer management and my passion for talent development can support the continued success of the [Department Name] team. Thank you for your time and consideration.

Sincerely,

[Your Name]