

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my strong interest in the [Job Title] position at [Company Name]. Having successfully managed large-scale recruitment, onboarding, and engagement programs within the non-profit sector as a Volunteer Manager, I am eager to transition my expertise in human capital and talent pipelining into a corporate Talent Acquisition role.

Throughout my tenure at [Previous Organization], I was responsible for the end-to-end lifecycle of [Number] volunteers. I refined my ability to identify high-potential candidates and align their unique skill sets with organizational needs-often under tight deadlines and high-volume requirements. My background in motivating non-compensated staff has equipped me with a unique perspective on candidate experience, employer branding, and retention strategies that translate directly to a competitive corporate environment.

Some of my key accomplishments include:

- Implementing a new sourcing strategy that increased applicant flow by [Percentage]%.
- Reducing the "time-to-fill" for critical roles by [Number] days through streamlined screening processes.
- Developing a comprehensive onboarding curriculum that improved long-term engagement rates by [Percentage]%.

I am particularly drawn to [Company Name] because of your reputation for [Specific Company Value or Recent Achievement]. I am confident that my transferable skills in behavioral interviewing, ATS management, and relationship building will allow me to contribute immediately to your recruitment objectives.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience in high-volume talent management can support the growth of [Company Name].

Sincerely,

[Your Signature]

[Your Printed Name]