

[Your Full Name]  
[Your Phone Number]  
[Your Email Address]  
[Your 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 [Target Talent Acquisition Role Name] position at [Company Name]. Having successfully managed end-to-end recruitment, onboarding, and engagement for a diverse workforce of [Number] volunteers at [Organization Name], I am eager to transition my skills into a corporate Talent Acquisition environment. In my role as Volunteer Coordinator, I functioned essentially as a high-volume recruiter. I developed strategies to attract talent, screened applications, and conducted interviews to ensure a strong cultural and mission-driven fit. During my tenure, I [mention a specific achievement, e.g., reduced time-to-fill by X% or increased retention by X%]. This experience has refined my ability to identify top-tier candidates and manage a seamless candidate experience under tight deadlines. The parallels between volunteer coordination and talent acquisition are significant. Both require a keen eye for potential, exceptional communication skills, and the ability to act as a brand ambassador. At [Company Name], I am particularly drawn to [mention a specific company value or project], and I am confident that my background in building mission-aligned teams will allow me to contribute immediately to your recruitment goals. I look forward to the possibility of discussing how my experience in sourcing and relationship management can benefit the [Company Name] team. Thank you for your time and consideration. Sincerely,

[Your Name]