

[Your Full Name]
[Address]
[Phone Number]
[University Email Address]

[Date]

[Volunteer Coordinator Name]
[Hospital Name]
[Department/Office Name]
[Hospital Address]

Dear [Coordinator Name or "Volunteer Services Committee"],

I am writing to express my strong interest in the [Specific Volunteer Position] at [Hospital Name]. As a current [Year, e.g., Junior] Pre-Medical student at [University Name] with a GPA of [GPA], I am eager to contribute to your patient care team while gaining practical experience in a clinical environment.

My academic background in [List 1-2 relevant courses, e.g., Anatomy and Physiology] has provided me with a foundational understanding of medical principles. Furthermore, my experience in [Mention a previous role, club, or skill, e.g., laboratory research or customer service] has helped me develop the communication skills and empathy necessary to interact effectively with patients and healthcare staff. I am particularly drawn to [Hospital Name] because of your reputation for [Mention a specific hospital value or department].

I am committed to a career in medicine and understand the dedication required to support a busy hospital floor. I am available to volunteer for [Number] hours per week and am eager to assist with [Mention specific interests, e.g., patient transport, administrative support, or comfort rounding].

Thank you for your time and for considering my application. I have attached my resume and look forward to the possibility of discussing how I can support the mission of [Hospital Name].

Sincerely,

[Your Signature]
[Your Printed Name]