**Jane Doe**

123 Your Address

City, State, Zip Code, Country

(xxx)xxx-xxxx

jane.doe@gmail.com



November 22, 2017

[Hiring Manager’s Name]

123 Your Address, City, State, Zip Code

(xxx) xxx-xxxx

jane.doe@gmail.com

Dear [Hiring Manager’s Name],

My name is Jane, and I’m writing to apply for the new and exciting role of volunteer coordinator at Helping the Homeless. Previously, I worked as the volunteer coordinator for Habitat for Humanity, and it was a transformative experience for me. I’m confident that I can take my skills and experience from that opportunity and make a positive impact on your team as well.

At Habitat for Humanity, I screened and hired 20 new volunteers to work on building projects, sharpening my eye for good hires and furthering my interpersonal communication skills. Not only did I maintain detailed records on all the people who volunteered there during my tenure, but I also actively sought to address their concerns about the nature of their work and relationships with their peers. Because of these roles, I developed a reputation as a nurturing yet professional presence whom they could always reach out to for help.

In addition to my volunteer experience, I also served as the PTA Treasurer at Elma Elementary School where my daughter was enrolled at the time. There, I had the chance to organize fundraisers which generated more than $32,000 in income - money that was then used to purchase resources for students. As chair of the finance committee, I built a $60,000 budget for the 2016-2017 school year, and directed how these funds could be fairly distributed amongst the different grade levels.

My experience and personal skills make me a strong candidate for this position. If hired, I will ensure that your organization is made up of hardworking individuals who are passionate about helping the homeless build better lives for themselves. If you would like to discuss the possibility of me joining your team, please do not hesitate to contact me at (xxx) xxx-xxxx or by email at jane.doe@gmail.com. Thank you for your consideration, and I hope to meet you soon.

Best Regards,

Jane Doe

**[STAY-AT-HOME-MOM (W/ WORK EXPERIENCE) COVER LETTER]**