

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

[Date]

[Recipient Name]  
[Recipient Job Title]  
[Company Name]  
[Company Address]

Dear [Mr./Ms./Mx. Last Name],

My name is [Your Name] and I am a fellow alumnus/alumna of [University Name], Class of [Year]. I am writing to express my interest in the [Job Title] position at [Company Name], which I saw posted on [Platform/Company Site].

I recently spoke with [Referral Name], who is currently a [Referral's Job Title] at your company and also a [University Name] graduate. [Referral Name] suggested I reach out to you directly, mentioning that my background in [Your Major/Field] and my experience with [Specific Skill or Project] would align well with the goals of your team.

During my time at [University Name], I developed a strong foundation in [Skill 1] and [Skill 2]. In my most recent role at [Previous Company/Internship], I successfully [Brief achievement or responsibility]. I have long admired [Company Name]'s reputation for [Specific Company Value or Recent Achievement], and I am eager to bring my work ethic and technical skills to the team.

I have attached my resume for your review. I would appreciate the opportunity to discuss how my background as a fellow [University Mascot/Nickname] can contribute to [Company Name]. Thank you for your time and for any guidance you can provide.

Sincerely,

[Your Signature]

[Your Printed Name]