

[Your Full Name]
[Your Address]
[Your Phone Number] | [Your Email]
[LinkedIn Profile/Portfolio Link]

[Date]

[Hiring Manager Name]
[Title]
[Department]
[Organization Name]
[Organization Address]

Dear [Hiring Manager Name or "Search Committee"],

I am writing to express my enthusiastic interest in the [Position Title] role at [Organization Name]. Having graduated from [University Name] with a [Degree Type] in [Field of Study], I was immediately drawn to this opportunity upon noticing our shared academic roots. The rigorous training and values instilled by [University Name] have been foundational to my professional development, and I am eager to bring that same standard of excellence to your team.

During my time at [University Name], I focused my research and coursework on [Specific Relevant Academic Focus]. This background provided me with a deep understanding of [Key Concept or Skill], which I have since applied in my professional experience at [Previous Company/Project]. My familiarity with the [Specific Department or Professor's Name] methodology has uniquely prepared me to approach [Industry Problem] with the analytical rigor expected within our academic community.

Beyond technical skills, the [University Mascot/Motto] spirit of [Specific Value, e.g., Collaborative Innovation] is something I have carried throughout my career. For instance, while working on [Brief Mention of Project], I utilized the [Specific Tool or Theory learned at University] to achieve [Quantifiable Result]. I am confident that my alignment with [Organization Name]'s mission, coupled with our common educational foundation, will allow me to contribute effectively from day one.

I look forward to the possibility of discussing how my background and our shared academic values can support the goals of the [Department Name] team. Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]