

[Your Full Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]

[Current Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

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

Re: [Job Title] - [Reference Number if applicable]

As an alumnus of [University Name], I am writing to express my strong interest in the [Job Title] position at [Company Name], as advertised through the University Alumni Career Network. With my background in [Your Field/Major] and [Number] years of experience in [Key Industry/Skill], I am confident that my qualifications align with the goals of your team.

During my time at [University Name], I developed a rigorous foundation in [Specific Academic Focus]. Since graduating, I have applied these principles at [Current/Previous Employer], where I successfully [mention a key achievement or project]. This experience has equipped me with a deep understanding of [relevant skill] and the ability to [another relevant skill or result].

I have long admired [Company Name] for its [mention a specific company value, project, or reputation]. I am particularly drawn to this role because it offers the opportunity to contribute my expertise in [Skill A] and [Skill B] to help your department achieve [Specific Company Goal].

Enclosed is my resume, which provides further detail on my professional accomplishments. I welcome the opportunity to discuss how my unique blend of alumni excellence and professional experience can benefit [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]
[University Name] Class of [Year]