

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

[Date]

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

Re: Follow-up from [Alumni Event Name] - [Job Title/Reference Number]

Dear [Recipient Name],

It was a pleasure meeting you at the [University Name] Alumni Professional Mixer this past [Day of the week]. I truly enjoyed our conversation regarding [mention a specific topic discussed or a point of interest about their company]. Your insights into the industry were incredibly valuable.

Following our discussion about the [Job Title] opening at [Company Name], I am writing to formally express my interest in the position. Given my background in [Your Major/Previous Field] and my experience in [Key Skill or Achievement], I am confident that I would be a strong addition to your team.

As we discussed, I am particularly drawn to [Company Name] because of [mention a specific company project, value, or goal]. I believe my skills in [Skill 1] and [Skill 2] align perfectly with the requirements of this role and the company's culture of [Company Value].

I have attached my resume for your review. I would welcome the opportunity to discuss how my qualifications can contribute to the continued success of [Company Name]. Thank you for your time, your advice during the mixer, and for considering my application.

Best regards,

[Your Signature]  
[Your Typed Name]