

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

[Hiring Manager Name]
[Company Name]
[Company Address]

Re: Referral for [Job Title] - [Job Requisition Number]

Dear [Hiring Manager Name],

I am writing to express my interest in the [Job Title] position at [Company Name], as recommended to me by [Referrer Name], a fellow alumnus of the [University Name] Mechanical Engineering program. Having followed [Company Name]'s recent innovations in [Specific Field/Project], I am eager to contribute my technical background to your engineering team.

During my time at [University Name], I developed a strong foundation in [Core Competency 1, e.g., Thermodynamics] and [Core Competency 2, e.g., CAD Modeling]. My practical experience includes [Briefly mention a specific project or internship experience], where I successfully [mention a key achievement or problem solved]. I am confident that my proficiency in [Software/Skill, e.g., SolidWorks/MATLAB] and my commitment to rigorous design standards align with the requirements of this role.

As a fellow member of the [University Name] alumni network, [Referrer Name] spoke highly of your department's culture of excellence and collaborative approach to complex mechanical challenges. I am eager to bring my analytical skills and dedication to [Company Name] and help drive your current initiatives forward.

Thank you for your time and for considering my application. I have attached my resume for your review and look forward to the possibility of discussing how my background can benefit the [Department Name] team.

Sincerely,

[Your Signature]

[Your Printed Name]