

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

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my strong interest in the **[Job Title]** position at **[Company Name]**, as advertised on **[Where You Saw the Ad]**. I was encouraged to apply for this role by **[Referrer's Full Name]**, a fellow alumnus of **[University Name]**, who spoke highly of the company's culture and innovation in the **[Industry]** sector.

As a graduate of **[University Name]** with a degree in **[Your Major]**, I have developed a robust foundation in **[Key Skill 1]** and **[Key Skill 2]**. During my time at university and through my subsequent experience at **[Previous Company/Organization]**, I have consistently demonstrated a commitment to **[Core Value or Professional Strength]**-a quality that **[Referrer's Name]** noted is highly valued at **[Company Name]**.

In my previous role as **[Previous Job Title]**, I successfully **[Describe a Major Achievement or Project]**, resulting in **[Quantifiable Result]**. I am confident that my technical proficiency and my ability to **[Another Relevant Skill]** make me an ideal candidate for your team.

I am eager to bring my unique perspective as a **[University Name]** alumnus to **[Company Name]** and contribute to your ongoing success. Thank you for your time and for considering my application.

Sincerely,

[Your Signature (if sending by mail)]  
[Your Printed Name]