

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

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

Re: Application for [Job Title] - Referred by [Alumnus Name]

Dear [Hiring Manager Name],

I am writing to express my 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 [Alumnus Name], a [Job Title] at [Company Name] and a fellow graduate of [University Name].

Through my conversations with [Alumnus Name], I have gained a deep appreciation for [Company Name]'s commitment to [mention a company value or project]. My academic background in [Your Major] and my professional experience in [Your Field] have provided me with the technical skills and problem-solving abilities necessary to contribute effectively to your team.

During my time at [University Name], I developed a strong foundation in [Skill 1] and [Skill 2]. In my previous role at [Previous Company], I successfully [mention a specific achievement]. I am confident that my dedication to excellence and my shared educational background with several of your successful team members make me a strong fit for your corporate culture.

I have attached my resume for your review. I would welcome the opportunity to discuss how my skills and experiences align with the needs of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]