

# Job Application for [Position Title]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Position Title] at [Company's Name]. I was referred to this position by [Alumni's Name], who is an alumnus of [Your University] and is currently employed with your company. [Alumni's Name] spoke highly of the work environment and the impactful projects being undertaken at [Company's Name], which has motivated me to apply.

I have a degree in [Your Degree] from [Your University] and [mention any relevant experience or skills]. I believe my background in [specific skills or experiences related to the job] would be a great fit for your team.

Thank you for considering my application. I am looking forward to the possibility of discussing my application in further detail. I am available at your convenience for an interview.

Sincerely,

[Your Name]