

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

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised on [Where You Found the Job Posting]. As a graduate of [Your University] and a member of the [Alumni Network/Association], I was excited to learn about this opportunity and the possibility of contributing to your team.

My connection to [Your University] provided me with a strong foundation in [Your Field/Skill], enhanced by interactions with successful alumni such as [Alumni Name], who currently holds a position at [Company/Position]. Their insights and experiences inspired me and reinforced my desire to pursue a career in [Industry/Field].

With [X years] of experience in [Your Profession/Field] and a proven track record in [mention relevant skills or accomplishments], I am confident in my ability to contribute effectively to the goals of [Company Name]. I am particularly drawn to your [specific project or company value], and I believe my background aligns well with your team's needs.

I would love the opportunity to discuss how my experiences and connections can be mutually beneficial. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,  
[Your Name]