

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

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company Name], as referred by [Alumni's Name], who is an alumnus of [Your University]. I graduated with a degree in [Your Degree] from [Your University] and have [X years] of experience in [Your Field/Industry].

Enclosed is my resume, which provides further details about my professional journey. I would appreciate the opportunity to discuss how my skills align with the needs of your team. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely, [Your Name]