

Subject: Request for Feedback on My Resume

Dear [Alumni's Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Year, e.g., "senior at XYZ University" or "recent graduate from ABC College"]. I am reaching out to you as an alumnus/alumna who has had a remarkable career in [Alumni's Industry/Field].

I am currently in the process of refining my resume as I prepare for upcoming opportunities in [specific industry or job field], and I would greatly appreciate your insights. If you have some time, I would love the chance to have a brief conversation with you to get your feedback on my resume and any tips you might have for someone starting out in this field.

Would you be available for a short call or meeting at your convenience? I understand how busy schedules can be, so even 15-20 minutes would be incredibly helpful.

Thank you so much for considering my request. I look forward to hearing from you soon!

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]

[LinkedIn Profile URL (if applicable)]