

Alumni Network Referral Request

Subject: Fellow [University Name] Alum Seeking Career Guidance

Dear [Name],

I hope this email finds you well. I am reaching out as a fellow [University Name] alumnus/alumna (Class of [Year]) who came across your profile through [LinkedIn/alumni directory/mutual connection].

Your career path in [industry/field] is incredibly impressive, and I would greatly value any guidance or referral opportunities you might be able to provide. I am currently seeking opportunities in [specific field/role type] and noticed that [company name/industry sector] aligns perfectly with my career goals.

As a [degree] graduate with experience in [relevant experience], I am particularly drawn to [specific aspect of their industry/company]. My background in [specific skills/experience] and my passion for [relevant area] have prepared me for the next step in my career.

I understand that your time is valuable, but if you would be willing to have a brief phone conversation or coffee meeting, I would love to learn more about your career journey and explore whether you might know of any opportunities that could be a good fit.

Go [University Mascot]! I look forward to the possibility of connecting with you.

Best regards,

[Your Name]

Class of [Year]

[Degree/Major]

[Contact Information]

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