

[Your Name]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile URL]

[Date]

[Recipient Name]
[Recipient Job Title]
[Company Name]

Dear [Recipient Name],

Thank you very much for taking the time to speak with me on [Day of Week] regarding my transition into the [Target Industry/Field] field. I greatly appreciated your insights into [Specific Topic Discussed] and your perspective on how my background in [Previous Industry] translates to [Target Role].

Our conversation reinforced my interest in [Company Name]. I was particularly struck by your mention of [Specific Detail or Challenge Mentioned in Interview]. Following your suggestion, I have [Action Taken, e.g., reached out to a contact, researched a specific tool, or read a recommended resource].

As I continue my career pivot, I have attached my resume for your reference. If you hear of any opportunities at [Company Name] or within your network that align with my skill set, I would be grateful if you could keep me in mind.

Thank you again for your time and for supporting my professional transition. I look forward to staying in touch.

Best regards,

[Your Signature]

[Your Typed Name]