

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

[Date]

[Recipient's Name]  
[Recipient's Job Title]  
[Company Name]

Dear [Recipient's Name],

Thank you very much for taking the time to speak with me on [Day of Week] regarding your experience as a [Recipient's Job Title] at [Company Name]. I truly appreciated your insights into [Specific Topic Discussed] and found your advice regarding [Specific Piece of Advice] to be incredibly valuable as I navigate my career path.

Our conversation further solidified my interest in [Industry/Field]. I was particularly struck by your description of [Specific Detail from Conversation], and I plan to follow up on your suggestion to [Action Item suggested by recipient, e.g., read a specific book, contact a specific person, or research a specific skill].

I have attached my resume for your reference, as we discussed. If you happen to hear of any opportunities that align with my background in [Your Key Skill/Area], I would be grateful if you could keep me in mind or point me in the right direction.

Thank you again for your generosity and for sharing your expertise. I look forward to staying in touch as I progress in my search.

Best regards,

[Your Name]