

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

[Date]

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

Dear [Recipient Last Name],

Thank you very much for taking the time to speak with me on [Day of Week] regarding my interest in [Company Name] and the [Department/Industry Name] sector. I truly appreciated your insights into [Specific Topic Discussed] and found your perspective on [Specific Insight Shared by Recipient] to be particularly valuable as I navigate my career path.

Our conversation further solidified my interest in [Company Name]. Following your suggestion, I have [Action Taken, e.g., reached out to a specific contact, researched a recommended resource, or applied for a specific role]. Based on our discussion regarding the skills required for [Job Title/Team], I have attached my formal resume for your records.

Should any relevant opportunities arise within your network or the [Department Name] team, I would greatly appreciate it if you could keep my profile in mind. I have also enclosed a brief summary of how my background in [Your Key Skill] aligns with the goals we discussed.

Thank you again for your mentorship and professional guidance. I look forward to staying in touch as I move forward in my search.

Best regards,

[Your Scanned Signature/Full Name]