

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

[Date]

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

Dear [Recipient Name],

Thank you very much for taking the time to speak with me on [Day of Week] regarding my interest in [Industry/Role Name]. I truly appreciated your insights into [Specific Topic Discussed] and found your advice regarding [Specific Piece of Advice] to be incredibly helpful as I begin my career.

As we discussed, I am very interested in pursuing a path toward [Specific Goal]. Following our conversation, I took your suggestion to [Action Item, e.g., read a specific book, contact a specific person, or research a specific trend], and it has already broadened my perspective on the field.

I have attached my resume for your records, as you requested. Should any entry-level opportunities or internships arise within [Company Name] that align with my background in [Your Major/Skill], I would appreciate it if you would keep me in mind.

Thank you again for your mentorship and for helping me navigate this transition into the industry. I look forward to staying in touch.

Best regards,

[Your Name]