

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email]

[Date]

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

Dear [Recipient Last Name],

Thank you very much for taking the time to speak with me on [Date] regarding your experience as a [Recipient's Job Title] at [Company Name]. I greatly appreciated the opportunity to learn more about your professional journey and the current trends within the [Industry Name] sector.

Our discussion regarding [Specific Topic Discussed] was particularly insightful. Your advice on [Specific Piece of Advice or Skill Mentioned] has provided me with a clearer perspective on how to approach my own career development in this field. As we discussed, I plan to [Action Item you will take based on their advice].

I have attached my formal resume for your records, as requested. If you happen to hear of any openings or professional opportunities that align with my background in [Your Specialization], I would be very grateful if you would keep me in mind or point me in the right direction.

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

Sincerely,

[Your Signature]  
[Your Printed Name]