

Subject: Thank you / Follow up: **[Your Name]** & **[Recipient Name]**

Dear **[Recipient Name]**,

Thank you so much for taking the time to speak with me on [Day of the week] regarding your experience at **[Company Name]**. I truly appreciated your insights into [Specific Topic/Industry Trend discussed].

Following up on our conversation, I was particularly struck by your advice regarding [Specific Piece of Advice]. I have already started looking into [Action you took based on their advice] as a result of our chat.

As we discussed, I am very interested in the **[Job Title]** position currently open at your company. Based on our talk, I am even more convinced that my background in [Your Core Skill] would be a strong fit for the team's culture of [Mention a Company Value discussed].

I have attached my resume for your reference. If you are still comfortable doing so, I would greatly appreciate a formal referral or any advice on the next steps in the application process.

Thank you again for your mentorship and for connecting me with your professional network. I look forward to staying in touch.

Best regards,

[Your Full Name]

[Your Phone Number]

[Your LinkedIn Profile URL]