

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

[Date]

[Recipient's Name]
[Recipient's 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], particularly your perspective on [Key Industry Insight or Trend].

Our conversation further solidified my interest in [Specific Department or Career Path]. I was especially struck by what you mentioned regarding [Reference a specific piece of advice or company initiative]. As you suggested, I have already looked into [Action Item, Resource, or Individual recommended] and found it incredibly valuable.

Per our discussion, I have attached my resume for your reference. Should you hear of any opportunities within [Target Department] or elsewhere that align with my background in [Your Key Skill or Experience], I would be grateful if you could keep me in mind or point me in the right direction.

I look forward to staying in touch as I continue my professional transition. Thank you again for your time and for the strategic guidance.

Best regards,

[Your Name]