

[Your Name]

[Your Phone Number]

[Your Email Address]

[Your LinkedIn Profile URL]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

Dear [Recipient Name],

It was a pleasure meeting you at the *[Name of Event]* on *[Date]*. I particularly enjoyed our conversation regarding *[Specific Topic Discussed]*. Your insights on *[Specific Insight/Point]* were especially thought-provoking.

As I mentioned during our chat, I am currently exploring opportunities in *[Industry/Field]* and have long admired *[Company Name]*'s work in *[Specific Department or Project]*. My background in *[Your Core Skill or Experience]* aligns well with the innovative approach your team takes.

I have attached my resume for your review. I would appreciate the opportunity to continue our conversation or perhaps schedule a brief informational interview to learn more about your experience at *[Company Name]*.

Thank you again for your time and for sharing your expertise. I look forward to staying in touch.

Best regards,

[Your Signature]

[Your Printed Name]