

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

[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company Name]

Dear [Recipient's Last Name],

It was a pleasure meeting you at the [Name of Mixer/Event] held on [Date]. I particularly enjoyed our conversation regarding [Specific Topic or Shared Interest discussed]. Your insights into [Industry Trend or Company Initiative] were very illuminating.

Following up on our discussion, I am writing to formally express my interest in the [Job Title] position at [Company Name]. Based on our exchange, I am confident that my background in [Your Key Skill/Field] aligns well with [Company Name]'s current goals, especially concerning [Specific Goal or Challenge mentioned].

I have attached my resume for your review. I would welcome the opportunity to further discuss how my experience in [Relevant Experience] can contribute to your team's success. Thank you for your time and for the engaging conversation at the mixer.

Best regards,

[Your Signature]

[Your Printed Name]