

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

[Date]

[Recipient Name]  
[Recipient Job Title]  
[Company Name]

Dear [Recipient Last Name],

It was a pleasure meeting you at the [Name of Event/Mixer] hosted by [Organization] on [Date]. I particularly enjoyed our conversation regarding [Specific Topic or Insight Discussed], and I appreciate the perspective you shared on [Industry Trend or Company Project].

Following our discussion, I am even more enthusiastic about the work being done at [Company Name]. As we discussed, my background in [Your Field/Expertise] aligns well with your team's current initiatives in [Specific Area]. I have attached my resume for your review and would welcome the opportunity to discuss how my skills in [Skill 1] and [Skill 2] could contribute to [Company Name].

Thank you again for your time and for the valuable career advice. I look forward to the possibility of connecting again soon.

Best regards,

[Your Name]