

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

[Date]

[Recipient Name]
[Title]
[Company Name]
[Company Address]

Dear [Recipient Name],

It was a pleasure meeting you at the [Name of Event/Mixer] on [Date]. I particularly enjoyed our conversation regarding [Specific Topic Discussed], and I found your insights on [Point of Interest] to be incredibly valuable.

Following up on our discussion about the [Job Title] position at [Company Name], I am writing to formally express my interest in the role. Given my background in [Your Core Competency] and my experience with [Relevant Skill or Project], I am confident that I can contribute effectively to your team's current objectives.

As we discussed, I have a proven track record of [Major Achievement], which aligns with [Company Name]'s mission to [Company Goal]. I am eager to bring my expertise in [Specific Area] to help your department achieve its upcoming milestones.

I have attached my resume for your review and would appreciate the opportunity to discuss how my qualifications align with the needs of your team. Thank you for your time and for the engaging conversation at the mixer.

Sincerely,

[Your Signature]
[Your Printed Name]