

[Your Full Name]

[Your Job Title]

[Phone Number] | [Email Address]

[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] on [Day of Week]. I particularly enjoyed our conversation regarding [Specific Topic Discussed] and your insights on [Specific Industry Trend or Company Project].

Following our discussion about [Mention the specific role or department discussed], I am formally submitting my credentials for consideration. My background in [Your Core Competency] and my recent success in [Major Achievement] align closely with the strategic goals we touched upon.

I have attached my resume for your review. I would welcome the opportunity to continue our conversation and discuss how my leadership experience could contribute to [Company Name]'s continued growth.

Thank you for your time and the engaging conversation. I look forward to hearing from you.

Best regards,

[Your Signature]

[Your Printed Name]