

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

[Date]

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

Dear [Recipient's Name],

It was a pleasure meeting you at the *[Name of Event/Mixer]* on *[Date of Event]*. I particularly enjoyed our conversation regarding *[Specific Topic Discussed]*, and your insights on *[Industry Trend/Project]* were very thought-provoking.

Following up on our discussion, I am writing to formally express my interest in *[Company Name]* and the *[Specific Job Title]* position we touched upon. Given my background in *[Your Core Skill/Experience]*, I am confident that I can contribute effectively to your team's goals, particularly in the area of *[Specific Project or Department Goal]*.

I have attached my resume for your review. I would appreciate the opportunity to discuss how my skills align with *[Company Name]*'s current needs in more detail.

Thank you again for your time and the professional advice you shared during the mixer. I look forward to hearing from you.

Best regards,

[Your Signature]
[Your Printed Name]