

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

[Date]

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

Dear *[Recipient Name]*, It was a pleasure meeting you at the *[Event Name/Mixer]* on *[Date]*. I particularly enjoyed our conversation regarding *[Specific Topic Discussed]*; your insights on *[Mention a specific point they made]* were especially thought-provoking. As I mentioned during our chat, I have been following *[Company Name]*'s recent work in *[Industry/Project]* with great interest. My background in *[Your Primary Skill/Field]* aligns closely with the goals we discussed, and I am eager to explore how my experience in *[Specific Achievement or Technical Skill]* could contribute to your team's success. I have attached my resume for your review. I would appreciate the opportunity to continue our conversation and learn more about any upcoming openings within your department. Please let me know if you might be available for a brief introductory call or a coffee meeting in the coming weeks. Thank you again for your time and for the valuable connection. I look forward to hearing from you. Best regards, [Your Signature]

Attachment: Resume *[Your Name]*.pdf