

Example of Thank-You Letter to Send after a Career Fair Conversation

Note: If you send your thank-you letter as an email, you do not need to format the content as a business letter. Be sure your subject line is clear (e.g., UA Career Fair Conversation).

16 Championships Drive
Tuscaloosa, AL 35487
205-348-5848

February 18, 2016

Ms. Carrie Fare
Corporate Recruiter
Great Company, Inc.
Sometown, CA 12345

Dear Ms. Fare:

Thank you for taking time to talk with me at the University of Alabama career fair today. I have been interested in Great Company, Inc. for several months and I appreciated learning more from you about the training program and the company's plans to expand.

As I mentioned during our conversation, through my recent internship with Awesome Corporation, I gained a detailed understanding of the product development process and contributed to various steps between product conception and marketing. From the research I completed prior to the career fair and the information you shared, I am convinced Great Company, Inc. would be an ideal fit.

My resume is attached and I have also uploaded it in CrimsonCareers for your review. I would welcome the opportunity to talk with you again and meet others from your staff. I am open to moving to any of the locations currently hiring.

Thanks again for attending the career fair at The University of Alabama and talking with me about your opportunities. I hope to speak with you again soon.

Sincerely,

Sam Student