

## Sample "Thank You " email after a Career Fair

September 18, 2014

Ms. Jennifer Smith

Human Resource Representative

Company Name

City, State

Dear Ms. Smith:

Thank you so much for your time and consideration in speaking with me at the Hofstra University Career Fair on (date). I learned a great deal about (company and the applicable program/position), and am very interested in applying for this opportunity with your company.

We had discussed my background in \_\_\_\_\_ and my \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ skills obtained in my \_\_\_\_\_ internship, that are relevant to your opportunity. I was especially impressed during our conversation by the fact that (add something that you learned in the conversation). I strongly believe that being a part of the (program, or team or department) would allow me to begin a very successful career in (field) for (company name).

I have already submitted my resume for consideration through the Zarb/Hofstra Career Services Center to be considered for your On Campus Recruiting visit (if applicable). (As an alternative) I look forward to the opportunity to speak with a member of your company again about this position and hope to visit your organization in the near future. My resume is attached for your reference again. Please feel free to contact me by phone at \_\_\_\_\_ or email me at \_\_\_\_\_ if you have any further questions.

Sincerely,

Name