Sample Thank You Letter Following A Job Fair

You may use either option to follow up with a recruiter:

1. Write a hand-written thank you note, using a plain card. The Campus Store has Elizabethtown College thank you cards that would work well. The thank you note should be about 3 sentences in length and should include a reference to meeting him/her at the fair, your interest in the position and what you are doing next.

Example:

Dear Ms. Smith:

It was a pleasure to meet you at Elizabethtown College’s Health and Human Services Fair. As we discussed, I am very interested in the youth advocate position and feel that my peer mentoring and field placement experiences would enable me to contribute to \_\_\_\_\_\_\_\_\_\_\_\_. I have applied online and look forward to hearing from you regarding the position. Thank you for your consideration. Mary Doe

1. An email or snail mail letter may also be written. This allows you to include more information about your qualifications.

Example:

Date

Name

Title

Company

Address

Dear Mr. Hayes:

Thank you for taking the time to meet with me at the Elizabethtown College Health and Human Services Fair. I appreciate the information you provided regarding opportunities at the Youth Recreation Center. I am very interested in the position of Youth Peer Mentor Coordinator.

As a student, I have participated in mentorship programs both on and off campus. As a Peer Mentor, I assisted incoming students with the transition to college. In the Milton Hershey mentorship program, I gained the skills needed to create an environment in which high school students were able to discuss their concerns regarding their future plans and success. These experiences would enable me to quickly assume the responsibilities of the Coordinator position.

Following the Fair, I have submitted my application, cover letter, and resume online. I look forward to hearing from you to discuss my qualifications and the position further. I can be reached at 111-111-1111.

Thank you for your consideration.

Mary Doe