

Your Name  
Your Present Address  
City, State, ZIP Code,  
Date

Name of Contact Person  
Title Name of Company or Organization  
Street Address  
City, State, ZIP Code

Dear Mr./Ms. \_\_\_\_\_,

I am writing to follow up on our discussion during the recent \_\_\_\_\_ Fair at \_\_\_\_\_ College. I enjoyed speaking with you about \_\_\_\_\_ (insert type(s) of positions or opportunities discussed) with \_\_\_\_\_ (name of organization). Thank you for sharing your insights about the recruiting process and the current needs of your organization.

As we discussed, I will be graduating in \_\_\_\_\_ (date of graduation) with a degree in \_\_\_\_\_ (major). In researching your organization, I am particularly interested in \_\_\_\_\_ (cite 1-2 facts). (Next, highlight one or two qualifications from your resume that you think would be of greatest interest to the employer based on your career fair discussion.) My background in \_\_\_\_\_ (related knowledge, skills, or experience) has helped prepare me for the challenges of the position.

I have attached another copy of my resume for your review. Please let me know if you require any additional information. Thank you again for your time and consideration. I look forward to speaking with you again soon.

Sincerely,

(Your signature)

(Your full name)