

Post-Career Fair Cover Letter Example

[Your Name]
[Street Address]
[City, ST ZIP Code]

[Date]

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

Thank you for speaking with me at the recent University of Dayton Career Fair. Our conversation made a striking impression on me, and I appreciate your interest and encouragement.

As we discussed, I have enclosed my resume as a follow-up to our discussion. Allow me to provide this brief overview of what I can offer your organization:

Leadership: Student Government Vice President, Sorority President, Big Sister Volunteer while maintaining a 3.5 GPA.

Interpersonal Strengths: I am pleased to report that my colleagues describe me as a go-getter who is reliable, pleasant, encouraging, and a team player.

Drive: I will be available to begin work immediately upon receiving my BS in Business Administration this spring from the University of Dayton.

I will be in your area next month and would love to meet with you. If you have any questions, please contact me at [Phone Number] or by e-mail at [E-mail Address]. I thank you again for taking the time to speak with me at the Career Fair, and I look forward to meeting you again soon.

Sincerely,

[Your Name]

Enclosure