



CAREER &
CO-OP CENTER

Sample Career Fair Thank-you Letter 1

23 North Avenue
Lowell, MA 01854

April 5, 2013

Jasmina Jones
Talent Recruitment Specialist
ABC Corporation
Lynnfield, MA 01940

Dear Ms. Jones:

I wanted to thank you for talking to me about the [title] position during UMass Lowell's Summer & Beyond Career Fair on April 4. I very much appreciated the information you provided about the job and ABC Corporation. Based on our conversation, I feel confident that my software skills and wide-ranging customer service experience would be assets in this position.

As you suggested, I have applied online at the ABC Corporation website and am looking forward to hearing back from you or the hiring manager about the next steps in the interview process. Please don't hesitate to contact me in the meantime if I can provide any additional information about my qualifications. I can be reached at (978) 123-4567 or first_last@student.uml.edu.

Thank you again for your time this week.

Best regards,

[First and last name]

Attachment: Resume

UMass Lowell Career & Co-op Center

University Crossing 450 | O'Leary 105 | 978-934-2355 | career_services@uml.edu | career.uml.edu

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CAREER &
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Sample Career Fair Thank-you Letter 2

23 South Avenue
Lowell, MA 01854
(978) 234-5678
first_last@student.uml.edu

April 5, 2013

John Jones
Talent Recruitment Specialist
XYZ Corporation
Lynnfield, MA 01940

Dear Mr. Jones:

Thank you for taking the time to speak with me at the UMass Lowell Career Fair today. I appreciate your time and attention, especially considering the large crowd of students attending the Fair!

Your thorough explanation of XYZ Corporation's management trainee program gave me a much clearer understanding of how my skills and experiences would allow me to make a meaningful contribution in this role. I felt very positive about our conversation and am even more confident that I would be an asset to your team.

My track record of academic success in the Manning School of Business at UMass Lowell, along with my steady employment during college, illustrate both my work ethic and dedication – two qualities that you mentioned were important to succeeding at XYZ Corporation.

I look forward to an opportunity to visit XYZ Corporation's office and speak with you further about the trainee program. I have attached a copy of my resume and will contact you next week to see if an appointment time can be arranged.

Thank you again for your consideration.

Sincerely,

[First and last name]
Attachment: Resume

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