

Sample Career Event Follow-Up Letter / Email

May 16, 20XX

Ms. Lisa Barnett
Aerial Communications, Inc.

Dear Ms. Barnett:

Thank you for taking the time to meet with me at the Bauer College of Business event today. You were extremely helpful in explaining Aerial's Customer Service and Marketing Trainee Program. Now that I have a better idea of what the position entails, I am certain I would be an asset to your team and to Aerial.

My solid education in Marketing at the C.T. Bauer College of Business, along with the fact that I have worked my way through college, show the work ethic and determination you said are important to succeed at Aerial. As you suggested, I have submitted my resume through Aerial's Web site.

Thank you again for your time and consideration. I look forward to discussing the program with you further.

Sincerely,
Bobby Bauer