

Sample Job Fair Contact Thank You Letter

Interviewing Handout # 10

Miles Westchester
1234 New York Avenue
Plattsburgh, New York 12903
518-555-1212

March 21, 2003

Mr. John Sample
Channel 1 Communications, Inc.
5555 West High Terrace
Plattsburgh, New York 12901

Dear Mr. Sample:

Thank you for taking the time to meet with me at the Plattsburgh Career Fair today. Your time and attention in the midst of so many individuals seeking employment to discuss the Marketing Trainee Program was certainly appreciated.

You were extremely thorough in explaining the Marketing Trainee Program. With a better idea of what the trainee position involves, I am certain I would be a productive member on your marketing team at Channel 1 Communications.

My related Marketing degree from Plattsburgh State University and my work experience are examples of my work ethic and determination, two qualities you indicated were important for success at Channel 1.

Enclosed are samples of my marketing skills and a copy of my coursework for your review. I look forward to an opportunity to visit Channel 1's main office and speak with you further about the trainee program. I will contact you next week to arrange a convenient time.

Thank you again for your time and consideration.

Sincerely,

Miles Westchester

Enclosures