



Mark Reynold
Designation
Address

Date:

Sub: Thank you for organizing XXX job fair

Dear Mark,

My name is Stuart Joe and we met on 10th November at the XXX event (mention the name of the event) in XXX (mention the name of the city). It was a pleasure to meet you and thank you for speaking to me about your organization XXX (name of the company) and explaining in details the company's mission and objectives.

I was extremely impressed with the recent growth that your company has achieved, and I am interested in seeking an opportunity with your esteemed organization. I would like to restate my interest particularly for the position of a Finance Manager that we had discussed. It will be a privilege if I am considered for an interview for the position stated. I have done a MBA in Finance & Accounts from XXX college, and I am currently working as a Junior Finance Manager in XXX organization. I believe that my experience in Finance and Accounting would make me an excellent candidate for this role.

I have attached my resume along with this letter for your kind perusal. I can also provide you with several professional references. If you need any further information please do not hesitate to contact me. Once again, I would like to thank you for your time and patience for talking to me about your company and answering all my queries. I look forward to hearing from you .

Yours Sincerely,

Your name

Your phone number

Your email address