



Joe Smith

Designation

Address

Date:

Sub: Sincere thanks for organizing XXX job fair

Dear Mr. Smith,

I am writing this letter to thank you for taking out time to speak to me at XXX job fair. I thoroughly enjoyed our brief discussion on the work and the great content that you create at XXX Advertising firm. Your company has worked for some of the biggest brands and clients in New York city and it was indeed an honor to see the great work.

I specially chose to pursue a course in Design and Animation from XXX college in the hope that one day I could join XXX (name of the organization) one day. I would like to reaffirm my interest in the internship opportunity you explained to me as a junior creative in the creative department. I will be graduating on February 2022 and I am available to join your team from March onwards.

I have attached my resume for your reference. I would also like to show you my portfolio of work. If you are free next Monday I can come and visit you in your office. Thank you once again for your time and consideration at the XXX job fair. I am very excited to pursue an opportunity with your renowned firm and hoping to hear back from you soon.

Warm Regards,

Your name

Your phone number

Your email address