



David Jonas

Designation

Address

Date:

Sub: Heartfelt gratitude for conducting XXX job fair

Dear Mr. Jonas,

Thank you for taking time out to talk to me at XXX job fair on Tuesday. I have been interested in XXX company since a long time and this event was a perfect opportunity for me to know more about your organization. It was extremely kind of you to talk about the company and the new products to be launched.

As I had mentioned during our conversation, during my internship with XXX company I had worked extensively on new product launches. I have a detailed understanding of the plan and the processes involved for new launches from product development to marketing of the product. I have also assisted the research team in conducting consumer researches to get an in depth understanding on consumer behavior and insights. After a discussion with you on the job profile, roles and responsibilities for XXX position in your company, I am convinced that I will be an ideal fit for the same.

I am sending my resume along with this letter. And I have also uploaded the resume in your company job portal. I would welcome an opportunity to meet you for an interview. Also, I am open to moving to any of the locations that you are currently hiring.

Warm Regards,

Your name

Your phone number

Your email address