



Matt Henry

Designation

Address

Date:

Sub: Thank you for organizing XXX job fair

Dear Mr. Henry,

Thank you so much for your time and consideration in speaking with me at XXX job fair. I have always been interested in pursuing an opportunity with XXX (name of the company). I learnt a great deal about the company and the positions available through our conversations at the job fair.

I would like to reiterate that I am very much interested in applying for XXX position in your organization. We had discussed my qualifications in Sales and Marketing and my experience as a sales manager. I have attached my resume for your reference. I was also very much impressed with the training model that your company has for all new joiners. This is a great way to induct new comers into an organization. I strongly believe that being a part of such a prestigious company will certainly be a great step for my career.

I look forward to the opportunity of meeting a member of your company to further discuss about this role. Please feel free to contact me by phone at XXXX ( mention your number) or you can email me at XXX ( mention email id). I once again would like to thank you for speaking to me at XXX job fair.

Yours Truly,

Your name.

Your phone number

Your email address