

Following-Up with Employers

(after a Career Fair or Networking event)

Hi, Mr./Ms. (Last Name) -

It was a pleasure meeting you yesterday at the NC State Career Fair. I enjoyed talking with you and learning more about (Company Name). I continue to be incredibly interested in your (Name) position, and believe my skills, personality and experience would be a great fit for your team. I have already applied on your website, and I look forward to hearing back regarding the position soon. Attached to this email is also an electronic copy of my résumé, just for your reference. Thanks for your time, and I hope you have a great day!

Sincerely,

Student Full Name

SAMPLE 1

Good morning, Mr./Ms. (Last Name) -

I just wanted to send you a quick message to share with you that I greatly enjoyed talking with you yesterday at the NC State Career Fair! I was surprised to learn so much about (Company Name) in such a short conversation. Thank you for all of your helpful insight. I plan to submit my application for your (Name) position shortly, and believe I could be an excellent fit for the position. As we discussed, I have prior related experience (describe here). Attached to this email is also an electronic copy of my résumé for your reference, and you can view my online LinkedIn profile, here: (include link). I appreciate your time, and I look forward to hopefully connecting again in the near future.

Warm Regards,

Student Full Name

SAMPLE 2

Hello, Mr./Ms. (Last Name) -

Thank you for taking the time to chat with me yesterday at the NC State Career Fair. I enjoyed learning more about your experience working for (Name of Company), and all that it has to offer a young professional! I have found myself quite interested in some of the employment opportunities available, specifically the (Name) position. I plan to apply to the position today, and hope that we can stay connected. For your reference, I have attached an electronic copy of my résumé, for your viewing. Have a great day!

Sincerely,

Student Full Name

SAMPLE 3

**NC STATE
UNIVERSITY**

**Career
Development
Center**