



## THANK YOU LETTER POST CAREER FAIR

Congrats! You successfully navigated through a career fair. You updated your resume. You researched the companies attending. You developed a great elevator pitch. You traversed through the crowd, landed yourself in front of the Recruiter, and nailed your pitch, leaving with a business card and a sense of accomplishment. Now what? Well, you still have at least one more step before you sigh in relief-the Thank You Card.

Sending a follow up Thank You note reiterates your interest in the organization and serves as a reminder of who you are to the Recruiter who saw many, many candidates at the Fair. It also reaffirms your interest in the position and provides the opportunity to discuss fit. A good Thank You note has a couple of key components, as follows:

1. **Promptness:** You should send out a thank you note within 24 hours of the fair, preferably handwritten or by email. You should develop the note while the interaction is still fresh in your mind, pulling out key points in your discussion which would assist the Recruiter to remember you.
2. **Succinct:** Thank you notes should be no more than 3 paragraphs with specific information about your interest, fit, and request for follow up.
3. **Structured:**
  - Paragraph 1- Express Gratitude: Something like, "Thank you so much for your time and consideration in speaking with me at the Xavier Career Fair. I learned a great deal about *XYZ Corporation* and *X Position*, and am very interested in an opportunity with your company."
  - Paragraph 2- Reaffirm Fit: "We discussed my background in *My Field*, including my *A, B, C* skills obtained at my previous internship. I was impressed (*by something you learned during your conversation*), and I am even more confident I would be a great fit within the *X team*."
  - Paragraph 3- Discuss Next Steps: "Per your request, I have applied to the *X Position* posted on the website and I would be excited about the opportunity to speak with a member of your organization in the near future."

Make sure your letter is free of spelling and grammatical errors and you include at least one stand out statement which will assist the Recruiter remember your interaction. Many Recruiters base their decision about candidacy based on follow up, so do not forget to send your Thank You note!