

Example Follow Up Thank you

February 5, 2015

Ms. Jones,

It was a pleasure to meet you at the CTXExplore Vocation and Career Fair at Concordia University Texas on Tuesday. I was impressed by *(Include a key element that you learned about the organization or the career opportunity. For example, "your company's commitment to quality and customer feedback.")*. Thank you for talking with me about *(include a key element that the two of you discussed. For example, "the training program for new employees.")*

Upon graduation, I will reach out to you about possible opportunities with your organization.

OR - if you are interested in a particular immediate position

I'm interested in learning more about careers (or include the exact position) at your organization and will contact you next week to see if we can schedule an interview.

Sincerely,

Joe Student

Concordia University Texas
Environmental Science Major