*(Email Subject Line: Thank You for Speaking With Me)*

Dear Ms. Smith:

I am writing to follow up on our conversation during the recent Fall Career Fair at Alabama A&M University. I enjoyed speaking with you about ABC, Inc. Thank you for sharing your insight on the recruiting process and the current needs of your organization.

As I shared, I will be graduating in (May 20XX) with a degree in (major). In researching your organization, I am particularly interested in (cite 1-2 facts). (Highlight one or two qualifications from your resume that you think would be of greatest interest to the employer based on your career fair discussion). I am confident that my background will allow me to make immediate contributions in (related knowledge, skills, or experience) has helped prepare me for the challenges of the position.

I have attached another copy of my resume for your review. Please let me know if you require any additional information. Thank you again for your time and consideration. I look forward to speaking with you again soon.

Sincerely,

Ima Bulldog

*(Note: Always ask for a business card at the Career Fair, and send a thank you note that afternoon or evening)*