Dear,

It was a pleasure to meet you at Alabama A&M University’s Fall 201X Career Week. The information you shared during the Employer Round Table event confirmed my interest in becoming part of xyz’s team. I feel confident that my internship, workplace and classroom experiences would enable me to make an immediate contribution.

Please let me know if I can provide you with any further information. I look forward to hearing from you, and thank you again for the opportunity to be considered.

Sincerely,

Signature*(hard copy letter)*

Your Name