

Email Subject Line: Great Meeting you at [Career Fair name] or Career Fair Opportunity with [Company Name]

Hello [Name of Recruiter],

Thank you for the opportunity to meet with you at the [Penn College Career Fair or Recruitment Day or Networking Event] on [date]. I enjoyed learning about [list a detail from your conversation] and appreciate the time spent answering my questions. I continue to be impressed by [list company name] and its [list one specific to the company: mission, community service, new innovations, opportunities for growth, stellar safety history, etc]

Optional paragraph when they have a position you want:

I wanted to reaffirm my interest in [the open position title]. I've attached a copy of my resume and would appreciate your suggestions on navigating the application process.

Sincerely or Gratefully,

[your name]

[your major]

[your phone number]

[your email address]

[your LinkedIn URL]