

AFTER THE CAREER FAIR- THANK YOU LETTERS

It is important that you send a thank you letter to everyone you speak with at the career fair. To facilitate the writing process, do the following:

1. When speaking with recruiters ask for their business card so you have accurate contact information.
2. Write down what was discussed – what they said and questions you were asked and notes about your responses. Also write down what action the recruiter said could happen next.
3. Send thank you letters within 24 hours after the close of this event! These letters are valued by recruiters and can help strengthen your position as you seek opportunities.
4. Express your appreciation for their presence at the fair at Ohio Northern University and their time speaking with you.
5. Express your interest in being considered further for appropriate opportunities.
6. Include your resume and anything else requested by the recruiter or that you feel would be helpful.
7. If mailing the letter, use the same quality paper used for your resume and sign using blue pen.

SAMPLE THANK YOU LETTER FOR CONTENT AND FORMAT

(1 inch margin minimum)

Your Street Address

City, State Zip Code

Date

(2 spaces)

Mr. or Ms. (use first and last name)

Title

Name of Organization

Street Address

City, State Zip Code

(2 spaces)

Dear Mr./Ms. last name: (do not include first name)

(1 space; the letter should be double-spaced between paragraphs and not indented.)

OPENING PARAGRAPH Thank the recruiter for their time in talking with you (or interviewing you) at (name and location of career fair, and date) and consideration of you as a candidate for (name position if known, or internship, etc).

(1 space)

2nd PARAGRAPH Restate points that were covered in the discussion or interview. Explain why you believe your skills, abilities, talents, and interests can meet the needs of the recruiter's organization.

(1 space) **3rd PARAGRAPH** Mention relative points that you did not cover during the discussion or interview due to time, anxiety, etc. Respond with additional details to any question which you felt that the answer was not complete enough. Also respond to anything else for which the recruiter needed additional information from you (i.e. what date you can start, your experience).

(1 space)

CLOSING PARAGRAPH Have an appropriate closing designed to facilitate a favorable reply. Reiterate your interest and appreciation in their consideration of you as a candidate. Provide your contact information (e-mail and/or cell phone number.)

(2 spaces)

Sincerely yours,

(Allow 4 spaces for your signature; sign your name with a blue ball-point pen.)

Type full name

(2 spaces)

Enclosure: (list all enclosures) include resume and anything else requested by the recruiter or that you feel would be helpful



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