

Career Center

Thank You Notes After a Career Fair

How to compose an impactful thank you message

After a career fair, it is customary to send thank you messages via e-mail to recruiters that you met within 24 hours.

Impactful thank you messages typically achieve these points:

- Remind them of your conversation using specific details you discussed
- Reinforce your qualifications for the positions you're interested in
- Emphasize specifics about their company that you find exciting
- Open the possibility for further contact with them

Below are two examples to use in different situations.

You had a good conversation with a recruiter about how your skills and experiences are a good match for the organization:

Dear Mr. Duke,

Thank you for taking the time to talk with me at the Duke Career Fair. I was glad to discuss with you my projects in an internship at M&T Bank and coursework in my Master's of Economics program. The skills that I have developed in quantitative analysis and finance make me a strong candidate for analyst positions at Capital One.

In addition, I was excited to learn about your company's rotational leadership program and supportive culture for entry-level candidates. I value Capital One's commitment to training and developing employees.

I look forward to an opportunity to speak to you further about positions suited toward my skills and experiences. Thank you again for your time and consideration.

Sincerely,
Sample Student

You introduced yourself to the recruiter but you did not have a chance to promote yourself as much as you would have liked:

Dear Mr. Duke,

It was a pleasure to meet you at the Duke Career Fair. I was glad to learn about Oracle's internship program for graduate students, and I am very interested in applying for this opportunity.

In my research, I have developed software tools to better analyze large, complex data sets. From collaborations with computer scientists and statisticians, I am able to communicate to different stakeholders and coordinate a multifaceted project. Through an internship at Oracle, I am looking for the opportunity to gain experience in applying my skills to real-world problems in a business environment.

I look forward to an opportunity to speak to you further about positions suited toward my skills and experiences. Thank you again for your time and consideration.

Sincerely,
Sample Student

