

- FAIR FOLLOW UP -

[Recipient's name]
[Company name]
[Address]
[Address]
[Address]
[Post code]

[Date today]

Dear [Recipient's name],

I enjoyed talking with you at the [name of Careers Fair] at [venue] on [date] regarding [positions available]. As I mentioned, I have taken numerous [course modules or projects] at [university name]. As a result, I have excellent [skills].

I am very interested in the work being done at [company name] and am eager to interview for the position we discussed. Please call me at [telephone number] to advise me on the next stage.

Thank you very much for your time and consideration.

Yours sincerely,

[Your name]

Remember this is only a basic template – use your own experience to show originality of thought and understanding. You will have to prove your capabilities at interview.