

Your Address
City, State Zip
Date

Contact's Name
Title
Organization
Address
City, State Zip

Dear (Contact Name):

Thank you for talking with me today at the Vanderbilt career day. I appreciate your time and attention in the middle of such a busy event. I enjoyed speaking with you and learning more about Fosters Group. You were very helpful in explaining Fosters' Management Trainee Program.

My enthusiasm for the program and interest in working for Fosters Group were greatly strengthened as a result of our conversation. My degree in Human and Organizational Development from Vanderbilt and the leadership positions I have held on campus are two qualities you said were important to success at Fosters. I am confident that both my education and work experience provide a good fit with your requirements for the Management Trainee Program.

I look forward to an opportunity to visit Fosters Group and speak to you further about the Management Trainee Program. Please feel free to contact me at 615-555-1234 or by email at joanne.public@vanderbilt.edu if you would like me to provide you with any additional information.

Thank you again for your time and consideration.

Sincerely,
(Your handwritten signature)
Your name typed