

Campus Box 7427
Wake Forest University
Winston-Salem, NC 27109
(336) 758-4444
kimde10@wfu.edu

{ Current Date }

Clementine Brady
Campus Relationship Manager
XYZ Computer Systems
116 West Fourth Street
Boston, MA 30079

Dear Ms. Brady:

Thank you for attending the career fair at Wake Forest University on {Date of Event}. It was a pleasure meeting you. I enjoyed learning more about {company's name} Computer Systems and the customer support representative position in particular. I was impressed by {company's name} drive to be the most responsive provider of information processing equipment and services in the industry.

As we discussed, my educational background as a psychology major has given me knowledge and insight into human relations. As the assistant manager at Benson's Bistro, I have honed my interpersonal skills by dealing with customers tactfully and as a result have been successful in retaining their business. I am confident that with these skills I could make an immediate contribution to {company's name}.

If you have any additional questions about my background or qualifications, please do not hesitate to call. Enclosed is an updated resume for your review. I would welcome the opportunity to interview for {position title}. I look forward to hearing from you.

Regards,

(Your Handwritten Signature Here)

Derek Kim

Enclosure

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Clementine Brady
Campus Relationship Manager
XYZ Computer Systems
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Boston, MA 30079

Dear Ms. Brady:

Thank you for taking the time to talk with me on {Date of Event}, at the career fair on Wake Forest's campus. I appreciate your time and attention and after talking with you, I am even more interested in learning more about your organization. You were extremely helpful in explaining {company's name} customer service and marketing trainee program. Now that I have a better idea of what the position entails, I am even more certain that I would be an asset to your team and to {company's name}.

My solid education from the Wake Forest's Communication Department, and the fact that I have worked my way through college, show the work ethic and determination you said were important to be successful at {company's name}.

I look forward to an opportunity to visit {company's name} office and speak to you further about the trainee program. I will contact you next week to arrange an appointment.

Enclosed is an updated résumé for your review.

Thank you again for your time and consideration.

Sincerely,

(Your Handwritten Signature Here)

Derek Kim

Enclosure