

THANK-YOU EMAIL AFTER A JOB FAIR

Subject: From New England College: Thanks

Dear Ms. Agonis:

It was great to meet with you to discuss opportunities with the Defense Contract Auditing Agency (DCAA) this week at the NHCUC Job Fair. I was particularly interested in your recent investigations involving LOGCAP, and agree that I could be a valuable new asset in your continuing work in this matter.

I would certainly be motivated to work hard in an entry-level position with the DCAA. As we discussed briefly, I am a Business major at New England College with a GPA of 3.8 (4.0 scale), and a full range of accounting courses “under my belt.” My academic work included case studies and real-life problems, where I learned to analyze and interpret financial information. I am also proud of my work history. Whether working as a cashier for Dunkin’ Donuts in high school, or with inventory in a warehouse, I have been conscientious, good with details, and a good team member. I hope I can put these skills to work for you at the DCAA.

I have begun the process of applying for DCAA positions online, and am most interested in the New Hampshire and Maine ones. If I have a question regarding the process, I will take the liberty of emailing you. Meanwhile, watch for my application!

Attached is a copy of my resume for your convenience, and I have also sent you this letter by regular mail. Thank you again for your time at the Job Fair, and I hope to speak with you again soon.

Sincerely,

Drew Caballero

[NOTE from GENE: The above TY is clearly an email. The hard copy letter by regular mail, will have a different heading format. See the CLP Job Search Correspondence handout for regular letter formats.]