

Sample - Follow Up E-mail

HACU Conference

Greetings Ms. Lopez,

Thank you so much for your time and consideration in speaking with me at the HACU conference in San Diego. I learned a great deal about your organization by researching online prior to the conference, however your insight and remarks were tremendously valuable.

We discussed my background in ___ and my ___, ___, ___ skills obtained in my ___ internship, that are relevant to your opportunity. I was especially impressed by the fact that ___. I strongly believe that being part of the (program, or team, or department) would allow me to contribute in this field while supporting a stellar organization such as yours.

I have already submitted my resume through HACU to be considered for an opportunity with your organization and I am also attaching my document to this message, for your reference. I look forward to sharing my qualifications with you and your organization in a formal interview at your convenience. Please feel free to contact me at ___ or via email.

Respectfully,

Cody Coyote

Get in touch with the Career Center!



 (909) 537-5250

 careercenter@csusb.edu

      @csusbcareer

 <https://www.csusb.edu/career-center>

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