

SAMPLE OF FOLLOW-UP LETTER

Street Address
City, State, ZIP Code
Date

Name
Title
Employer
Address

Dear :

Thank you for the time you spent with me during your recent recruiting visit to Purdue University. The information you provided regarding job opportunities with (employer name) was interesting and helpful. [might add a sentence or two about what you particularly liked in the interview.] I will be happy to provide any further information on my qualifications and look forward to continued discussion of a (type) position with (company's name).

Sincerely,

(Signature)

Name (Typed)