

Example Inquiry Letter for Job Vacancy After Job Fair

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to express my sincere interest in potential employment opportunities at [Company Name]. We had the pleasure of meeting during the recent [Name of Job Fair] held on [Date]. Our conversation about roles in [department/field relevant to your skills] was extremely informative, and it further fueled my enthusiasm to become a part of your esteemed organization.

As a recent graduate with a background in [your field or degree] and hands-on experience in [briefly mention relevant skills or experiences], I am confident that my qualifications and passion align well with the values and needs of your team. I am particularly drawn to [Company Name]'s commitment to [mention company value or project discussed at the job fair].

I would appreciate any information you could provide regarding current or upcoming job vacancies that match my qualifications. Please find attached my resume for your review. I am eager for the opportunity to discuss how my background and skills can contribute to the continued success of your company.

Thank you very much for your time and consideration. I look forward to staying in touch and hope to hear from you soon.

Sincerely,
[Your Name]