

## Career Fair or Contact Follow Up Sample

208 Edgemont Blvd.  
Alamosa, CO 81101  
(719) 587-7746  
[valdezdo@grizzlies.adams.edu](mailto:valdezdo@grizzlies.adams.edu)

March 11, 2019

Mr. Tom Collins  
Director of Marketing  
National Bank, Inc.  
99 Park Avenue  
Colorado Springs, CO 80001

Dear Mr. Collins:

Thank you for taking the time to meet with me at the Adams State University Career Fair today. I certainly appreciate your time and attention in the midst of so many job seekers.

You were very thorough in explaining National Bank's career opportunities, especially in the marketing department. Now that I have a better idea of what the company is looking for, I am even more sure that I would be an asset to your team and to National Bank.

My solid education from Adams State University's Marketing Department and the fact that I have worked my way through college show a solid work ethic and strong determination, two qualities you said were important to success at National Bank.

As you suggested, I will be applying for relevant positions that become available through your website. In addition, I have provided my resume for your review. Thank you again for speaking with me last week, and I hope to meet with you further along the job search process at National Bank.

Sincerely,

*Your Signature*

Damien Valdez

Enclosure: Resume

## Reference Page Sample

# Jessica C Sanchez

123 Main St.

Aurora, CO 80022

[jsanchez@hotmail.com](mailto:jsanchez@hotmail.com) – (719) 580-5555

### REFERENCES

Steve Smith  
Assistant Manager  
Community Banks of Colorado  
321 State St.  
Alamosa, CO 81101  
(719) 587-0000  
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### **Guidelines:**

- Use the same heading for your references as you have on your resume.
- Employers typically ask for 3-5 references, so try getting at least 5 when you start your job search. If the employer only wants 3 or 4, choose the 3 or 4 most relevant to the position and industry.
- Do not include personal references unless the employer specifically requests them.
- Bring this sheet with you to the interview, but do not submit it with the initial application unless it is requested.
- Be aware that some organizations will only give out basic information such as the dates you were employed. Do your best to avoid these references.
- Contact your references as soon as you have handed out the reference list. You may want to send them a recent copy of your resume, as well as a description of the position for which you've interviewed.
- If a reference is no longer with the organization where you worked with them, list their current information, as well as the previous title and company.

## Examples of Emails in Application for a Job

Subject: Application Materials for -- Position

Dear ---,

Please find attached my application materials for the position of --- . I am very excited about the prospect of working with your organization.

I look forward to hearing from you.

Sincerely,

Your Name  
Your email address

Subject: Application Materials for -- Position

Dear --- ,

I am applying for the position of --. I have attached my cover letter and resume for your review.

I look forward to hearing from you.

Sincerely,

Your Name  
Your email address

Subject: Application Documents for --- Position

Dear ---,

Please see attached my application materials for the position of -- . I include my cover letter and resume. Please let me know if there are any additional documents you need.

I look forward to hearing from you.

Sincerely,

Your Name  
Your email address

Pre-Professional  
Seminar Fall 2019  
Professor Grace Young

**Rubric: Cover Letter**

Worth: 30 points

Assignment #5 Due: Monday, Nov 11th by 4 p.m. to Envelope on Professor's Door

I will use this rubric for grading your Cover Letter. Please read through it to make sure that you are submitting work that meets the rubric guidelines.

Your Name \_\_\_\_\_ Points \_\_\_\_\_

(3 points each)

\_\_\_\_\_ Provided clear name and address of individual to whom letter is sent – a specific, real person

\_\_\_\_\_ Provided clear name and address of self

\_\_\_\_\_ Provided a date

\_\_\_\_\_ Provided letter without misspellings or grammatical errors

\_\_\_\_\_ Provided content in the letter that flows

\_\_\_\_\_ Provided a letter that is visually appealing

\_\_\_\_\_ Provided a letter that did not sound too cheesy

\_\_\_\_\_ You signed your letter

\_\_\_\_\_ Submitted on time to envelope on professor's door

\_\_\_\_\_ Stapled appropriate rubric to front of cover letter

Comments:

