

3 Follow-Up Email Template After Meeting Candidates at a Career Fair

Next Steps Email Template

Subject: Next Steps in Your Application Process

Hi [Candidate's Name],

Thank you for taking the time to meet with us at the career fair. We enjoyed learning about your background and skills.

Here's what you can expect next:

- **Application Review:** Our team will review your application and the details we discussed.
- **Interview Scheduling:** If your profile matches our requirements, we will reach out to schedule an interview.
- **Timeline:** We aim to get back to you within [time frame].

In the meantime, feel free to reach out if you have any questions.

Best regards,

[Your Name] [Your Position] [Your Company]

Feedback Request Email Template

Subject: We Value Your Feedback!

Hi [Candidate's Name],

I hope this message finds you well. It was a pleasure meeting you at the recent career fair. We're always looking to improve our recruitment process, and your feedback would be incredibly helpful.

We'd love to hear about your experience with us. Here are a few questions to get you started:

- What did you enjoy most about our booth or interaction?
- Was there any part of the process you found challenging or confusing?
- Do you have any suggestions for how we could improve future events?

Your insights are important to us, and we appreciate your time.

Thank you for considering our request. We look forward to hearing from you.

Best regards,

[Your Name] [Your Position] [Your Company] [Contact Information]

Networking Email Template

Subject: Great Meeting You at the Career Fair!

Hi [Candidate's Name],

I hope this message finds you well. It was a pleasure meeting you at the career fair and learning more about your background and aspirations.

I was impressed by your skills and experience in [mention specific skills or experiences discussed]. At [Your Company Name], we are always on the lookout for talented individuals like you who can contribute to our team.

While we may not have an immediate opening that matches your profile, I would love to stay in touch for future opportunities. Please feel free to connect with me on LinkedIn or reach out if you have any questions about our company.

Thank you once again for your time and interest in [Your Company Name]. Looking forward to keeping in touch.

Best regards,

[Your Full Name]

[Your Job Title]