

Strive to Thrive

Career Tips For Ted Rogers School Students

These reports leverage the expertise of BCH Staff to share best practices for students and alumni.

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Writing a Professional Thank You Email

You just nailed the interview. What's next? Time for the cherry on top - make sure you send a thank you email!

This is a quick and easy way to help you stay top of mind as the hiring team makes their decision. A genuine thank you message can further demonstrate that you are:

THANKYOU

- **Polite** - the hiring team is looking for someone they can work with every day, so setting the tone with gratitude goes a long way.



- **Punctual** - send the email within 24 hours or 1 business day of the interview, either before the end of the business day or first thing the next morning (if you forget, send one anyway - better late than never).



- **Passionate** - be as specific as possible about unique details to display your interest in the role and the team.

A Suggested Template

Hi [Interviewer's Name],

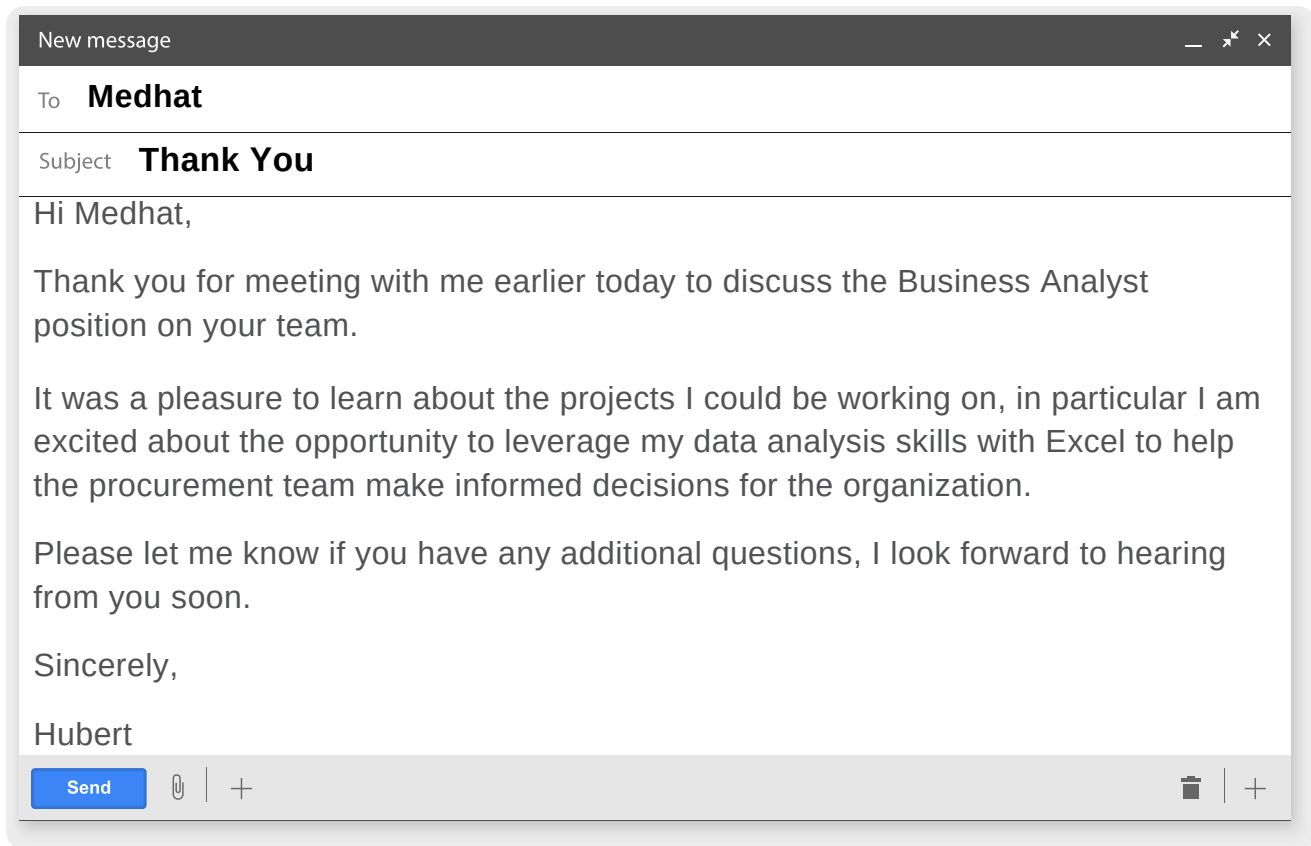
Thank you for meeting with me [today/yesterday] to discuss the [Position Name] co-op position. It was a pleasure to learn about the role, and I'm very excited about the opportunity to [list responsibilities/anything you learned about the job] as part of your team.

If you have any additional questions as you make your hiring decision, please let me know.

Best regards,

[Your Name]

Full Example



Who Should You Send It To?

If you want to go the extra mile, you can send a thank you email to everyone you met with, and anyone that helped you along the way. That includes personalized messages for each person that interviewed you. If a Recruiter scheduled the meeting for you, send them a quick thank you email after the interview.



What If I Don't Have the Interviewer's Email Address?

As you thank the individual who scheduled the interview, you can ask them to pass on a thank you note to the interviewer(s) on your behalf.

What If I Haven't Heard Back After the Interview?

Should I Send a Follow-Up Email?

The employer may tell you when you can expect to hear back, otherwise it is good practice to ask about the next steps before you end the meeting. You can often expect to hear back within a week after the interview. If you don't hear back by the time they outlined, you can send a friendly follow-up, in the same thread as your initial thank you email.



Example of a Follow-Up Email:

Hi [Interviewer's Name],

I hope you are well - I am emailing as I wanted to follow up on the status of your recruitment for the [Position Name] role.

If you require any additional information, as you make your hiring decision, please let me know.

Warm regards,

[Your Name]

At this point, you can sit tight, with confidence, knowing you've given it your best shot!

Visit the Business Career Hub

Employer Events

The BCH hosts several employer events to prepare you for your professional career. Refer to your weekly 'BCH Careers Newsletter' for a list of upcoming [events](#).



Bootcamps/Prep Programs

Advance your technical and soft skills, earn digital badges, and gain an advantage in today's workforce through bootcamps. [Click here to register for current bootcamps](#).



Coaching & Mock Interview

For career coaching, interview prep and more, [schedule a 1:1 appointment](#) with a Career Consultant or a Co-op Coordinator.



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