

Sending Professional Emails



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Why is sounding professional via email important?

- Employers pay attention
- Emailing to follow up on an interview can make or break you
- Thank you emails are extremely important
- If you don't sound well educated and professional, you won't be taken as seriously

Step 1: Begin With a Greeting

- Always address who you're writing to
- If extremely formal- use Mr./Mrs./Ms.
- If more casual, use their first name
 - Ex: Hi Katie,
 - Often times this is the correct format when following up after an interview (if this is how they introduced themselves)

Step 2: Thank the Recipient on a Case by Case Basis

- Thank the recipient if you are replying to them
 - Ex: Thank you for reaching out to me.
- Thank the recipient for interviewing you (in a follow up email)
 - Ex: Thank you for the time you spent interviewing me on Monday.

Step 3: State Your Purpose

- Why are you sending this email?
- People want to read through emails quickly, so keep your sentences short.
- Be as clear and concise as possible
 - Ex: I am writing to inquire about...

Step 4: Add Your Closing Remarks

- A simple sentence to sum up what you're expecting from them or why you are writing
 - Ex: Thank you for your time.
 - Ex: Thank you for your consideration.
 - Ex: I hope to hear from you soon.

Step 5: End With a Closing

- Choose a professional closing to end your email with followed by your name and important contact information
- “Best regards”, “Sincerely”, “Thank you” are all professional enough to use.
- Avoid casual remarks such as “Cheers” and “Best wishes”
- “From” is seen as too bland

Overall Tips

- Write a meaningful subject line
- Keep the message focused
- Avoid attachments unless needed
- Identify yourself clearly
- Be kind
- Proofread
- Don't assume privacy
- Distinguish between formal and informal situations
- Respond promptly

Sources

<http://englishlive.ef.com/blog/write-perfect-professional-email-english-5-steps/>

<http://jerz.setonhill.edu/writing/e-text/email/>