

# Professional Email Etiquette

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## Top 10 Tips for Writing a Professional Email:

1. **When emailing prospective employers or work colleagues, use a professional-sounding email address.** An address like "[janedoe8@yahoo.com](mailto:janedoe8@yahoo.com)" sends a signal that you do not know how to maintain a professional persona.
2. **Do not type the recipient's email address in the "To" field until you have finished composing the email.** This reduces the chance that you will accidentally send the email before you have had time to proofread it.
3. **Include a clear subject line that concisely describes the purpose of the email.** A descriptive subject line is a courtesy that helps the recipient stay organized. Keep in mind that some individuals receive dozens or even hundreds of emails each day. Use standard English spelling in the subject line.
4. **Include a salutation.** In general, use the recipient's name, including any title such as "Dr." followed by either a comma or a colon. If you cannot find the name of an individual to whom you can address your email, a salutation like "Good Morning" or "Good Afternoon" works well.
5. **Organize your paragraphs in block format.** Do not indent the paragraphs; instead, add a space between them.
6. **Clarify the purpose of the email in the first paragraph.** Get to the point. You might start with a phrase like, "I am writing to inquire about..." Or, if you have already been corresponding with the recipient of the email, you can state the reason for the current communication.
7. **Offer to furnish extra information or answer follow-up questions.** If appropriate, indicate that you are available if the recipient needs to follow up with you.
8. **Thank the recipient for their time.** Bring the email toward a close with a polite statement, such as "Thank you for your time" or "Thank you for your assistance."
9. **End with a closing, such as "Best Regards," "Cordially," or "Respectfully."**
10. **Include a signature line** with your full name, mailing address, email address, and phone number.

Finally, make sure to proofread your email carefully before hitting "send"!

**See the back of this handout for a sample professional email.**

To	gmartin@corporate.com	Bcc
Cc		
Transcripts and Visa for HR		
<p>Ms. Martin,</p> <p>As requested, I have had the transcripts from my undergraduate and graduate institutions sent to Human Resources care of Andrea Wexler. Ms. Wexler should have my work visa, as I faxed it over this morning, but please let me know if she did not receive it or if any additional documentation is needed.</p> <p>Thank you for your assistance with the on-boarding process. I look forward to meeting you at 11:00 a.m. this Thursday when I come in to fill out the rest of my pre-employment paper work.</p> <p>Best, Serena Joy</p> <p>3121 Crooked Lane Weller, Texas 76523 <a href="mailto:serena.joy@gmail.com">serena.joy@gmail.com</a> 214-623-1123</p>		

Sample professional email