

Email Etiquette

Tips for a Job



Skills for the Workplace

◇ Set up a job search email account

Make sure this account is professional (first.lastname@gmail.com) and does not include your birthday or any identifying material (Redhair1982@gmail.com)

◇ Have a professional signature for your email

Make sure you sign emails with your full name and contact information

◇ Use a clear subject line when sending emails

Employers should know why you are emailing before they open the email

◇ Choose a simple or default font

Do not use fancy fonts, difficult to read colors, backgrounds etc. Keep it simple!

◇ Write it like a business letter

Include their name and title, a greeting, the body of the email (why you are qualified and applying) and a closing with your signature.

◇ Keep it brief

No one is going to read a two page email about why you are the most qualified, keep it brief and to the point!

◇ Proofread and Edit

Make sure your email is free from grammatical and spelling errors and that it flows.

Work Emails:

1. Do not use colloquial phrasing (“What’s up?” “Hey people!”) in professional emails
2. Get to the point! Keep it brief
3. Do not use abbreviations/ acronyms unless it is something used in the company (“btw”, “lol”, etc.)
4. Always include a signature with your name. In larger companies, include your department
5. Do not use capitol letters, unless it is common practice (HIPPA, OSHA, etc.). All caps in emails comes across as shouting!
6. Do not include personal information (taking time off for medical, family time, etc.) that should only be told to a supervisor

Informal vs. Formal

Make sure your work emails are formal and professional. Take a look at some examples below!

Always start an email with a formal greeting:
Dear Management, To Whom It May Concern, etc.)

Informal: Can you...?

Formal: I was wondering if you could...?

Informal: Can't meet you, I'm busy that day.

Formal: I am afraid I will not be available that day.



How to Email a Resume?

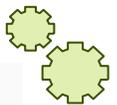
1. Use an effective subject line
2. Address the hiring manager by name
3. In the first paragraph, tell the hiring manager who you are and why are you contacting them
4. In the second paragraph say what value you'd bring to the company
5. Close the resume email body with saying you're eager to meet in person
6. Add a professional signature with your contact details

Attach your resume and a cover letter (optional) saved in PDF with professional file names

Right and Wrong Subject Examples

WRONG: RESUME AND COVER LETTER ATTACHED

RIGHT: Customer Service Expert Applying for Lead Sales Position #4327



How to Apply for Jobs Using Email

Have a PDF Or a MS Word version of your resume and cover letter ready.

Make sure your email includes a subject line.

Add a signature.

Attach a resume and cover letter with the paperclip icon.

