



TEXAS TECH UNIVERSITY

University Career Center™

Email Template to Professors with Examples

Hello/Hi Professor/Dr. (Insert their last name here),

I hope you are doing well. I am (insert your first and last name) and I am taking your (course name) course, (section number). I am contacting you because (example options: "I need help with (explanation of what you need help with)" or "I have a question about (explanation of what you have a question about)"). Thank you for your time.

Best Regards/ Sincerely/ Best/ Thank you,

(Your First and Last name)

(R#)

Tips and Explanations:

- You can choose Hi or Hello. They convey the same information. If you feel more comfortable with the professor, you can use "Hey." It is not recommended to use "Hey" the first time you are emailing someone because it might come across as rude. Once you have a rapport with the professor and have a more relaxed relationship, then you can use "Hey."
 - It is considered to be impolite to start an email with what you need from them immediately. Start with a friendly greeting like "I hope you are doing well," "Happy Friday" or "Good morning."
- Only address people as "Dr." if you know they have a PhD. If you are unsure if they have a PhD, you may address them as "Professor," "Mr." or "Ms."
 - Mr. should only be used if you know the recipient identifies as a male.
 - Ms. should only be used if you know the recipient identifies as a female.
 - All people with doctorate degrees (PhD.) should be addressed as a "Doctor (last name)" unless they specifically tell you to call them by something else. Achieving a doctorate degree is a high honor, so every person that has a doctorate degree should be called Dr. (last name) as a sign of respect. Do not use Mr. or Ms. if you know the recipient has a doctorate degree.

Examples:

Hello Professor Adams,

I hope you are doing well. I am Jane Doe, and I am taking your Intro to Biology Course (BIO 1301), section 001. I need help with question 2 on our homework assignment; however, I am

unavailable during your office hours. Could we set up an appointment to go over the question?
Thank you for your time.

Best regards,

Jane Doe

R12345678

Hi Dr. Adams,

Happy Friday! I am Jane Doe, and I am in your Intro to Biology course, section 001. I will not be able to attend our class on October 10th. Do we have a designated note-taker for the class? If possible, I would like them to send me the notes. If not, could we set up a time to meet and discuss the topic beforehand? Thank you for your time.

Sincerely,

Jane Doe

R12345678

Elevator Pitch for Emailing Recruiters

Emailing recruiters is similar to emailing your professors. You want to remain professional, polite, and concise. Recruiters receive many emails throughout the day, so you want to stand out but also be aware of their time. A pro-tip is to act like your email is your elevator pitch for a job fair.

Your elevator pitch is your personal introduction to a company representative at Job Fair or other networking events. Instead of trying to think of a compelling introduction at the moment, your elevator pitch prepares what you will say in advance.

Basics:

- Be concise. An Elevator Pitch should only be ~20-30 seconds and cover highlights rather than everything about you.
- Be specific. The more tailored your pitch is to each company, the better. Research companies and their open positions before the event you plan to attend.
- Be natural. You can write down the keywords of your pitch at first; however, practice each pitch to make it conversational and natural. During the event, smile, maintain eye contact, and keep your shoulders back while delivering your pitch.
- Be enthusiastic. Remember to actively show your interest in the company. At the end of the pitch, the listener should be left with a positive impression and want to ask questions.
- Be prepared for follow-up questions. After your pitch, the company representative may ask questions on your resume, background, and/or interest in/knowledge of the company.

General Content:

- Greeting
 - o Offer a greeting like “hello” or “good morning” to break the ice.
- About Me
 - o Intro: This would typically include your name, major, classification/grad date, and possibly your hometown.
 - o WHY are they a target company for you and WHY are you a potential good fit? This could be a personal tie, industry interest, company interest, past work experience, research experience, class/personal project experience, coursework, etc.

o Closing: This can be a closing statement or a question for the recruiter. For in-person events, you can also offer your resume here if you haven't already.

Example:

Good morning, my name is John Doe and I'm a senior Mechanical Engineering major graduating in May. I'm looking for a full-time position, and I'm really interested in XYZ Company because of _____. My resume shows more of my experience working in _____ which seems like it could be a good fit for the entry-level engineer position I saw on your website. Could I offer you a copy of my resume?