5 RULES TO EMAIL

KEEP IT SHORT Your email should be clear and to the point. Shrink sentences and list items to guarantee your message is easy to read.

DESCRIPTIVE SUBJECT LINE The subject line of an email should be straightforward and describe the content of the email.

KEEP IT ORGANIZED If there is already a related email, reply to it. If it has a different subject, create a new one.

ALWAYS PROOFREAD Always review your email before hitting the 'send' button. Use professional language and check for grammar and spelling mistakes.

ADD THE RECIPIENT'S EMAIL LAST Don't risk the chance of accidentally pressing 'send' without finishing your email.

Every email should start with a greeting. To ensure more inclusive language, use the person's first and last name instead of gendered titles like Mr. or Ms. If your relationship is formal, "Dear [First Name] [Last Name]" would be appropriate. If someone has a doctorate degree or PhD, including many of your instructors, be sure to refer to them as "Dr. [Last Name]." If you are emailing a coworker or friend that you know well, "Hello [First Name]" or "Hi [First Name] would be appropriate.

Clearly state the purpose of the email. Make sure the recipient knows why they are being contacted.
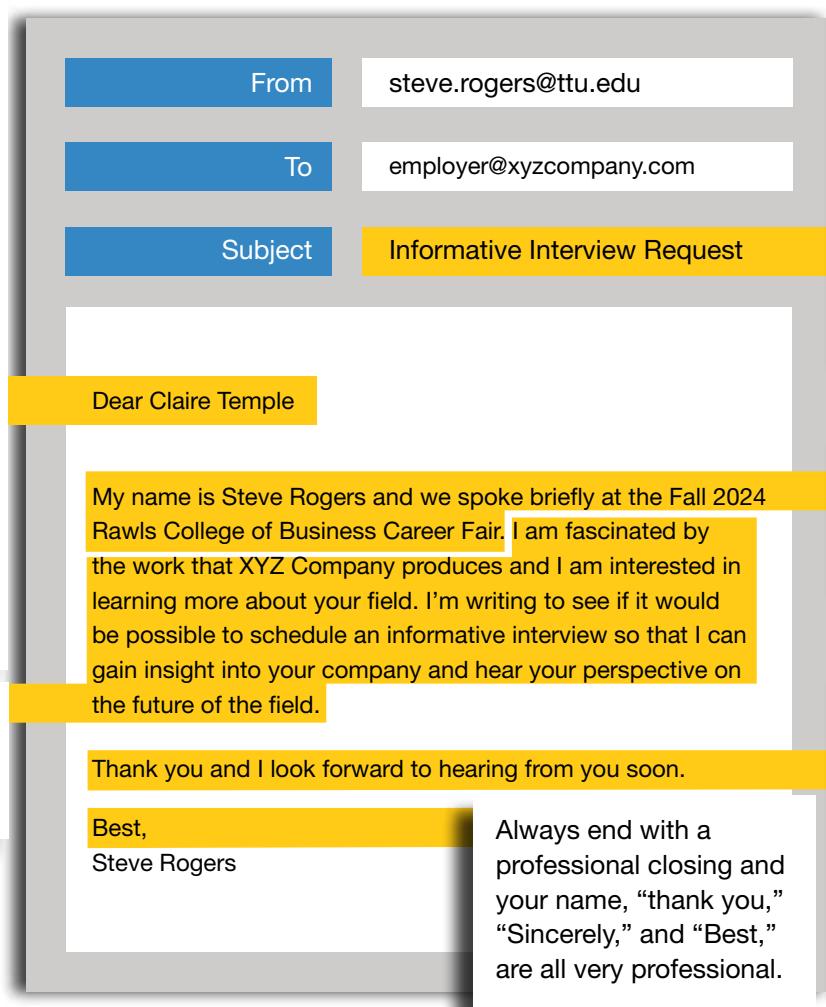
Always include a specific subject line that gives the recipient a clear idea of what the email is regarding. Never leave the subject line blank.

Explain who you are and mention how you know the recipient.

Make sure to thank the recipient for their time or help. Showing appreciation will help strengthen the professional relationship.

Always end with a professional closing and your name, "thank you," "Sincerely," and "Best," are all very professional.

From	steve.rogers@ttu.edu
To	employer@xyzcompany.com
Subject	Informative Interview Request

Dear Claire Temple

My name is Steve Rogers and we spoke briefly at the Fall 2024 Rawls College of Business Career Fair. I am fascinated by the work that XYZ Company produces and I am interested in learning more about your field. I'm writing to see if it would be possible to schedule an informative interview so that I can gain insight into your company and hear your perspective on the future of the field.

Thank you and I look forward to hearing from you soon.

Best,
Steve Rogers

Rawls CMC is here to help. Request one-on-one appointments in Handshake.