**Writing Professional Emails**

Whether you’re asking a professor an important question, reaching out to a networking contact, or applying for your dream job, being able to write professional emails is a vital skill in both your academic and professional careers.

**Do’s and Don’ts**

* **DO** include an email subject line. Keep it short and relevant to your conversation
* **DO** introduce yourself in the beginning and the end of the email
* **DO** make your connection to your recipient clear. Ex: I am a student in your class, I am interested in your position, you and I met through John Smith
* **DO** be concise. Briefly explain your purpose in writingand then get right to the point of your email.
* **DO** think before you send. Make sure you carefully think about what you want to say and avoid writing important emails when you are upset, stressed, or have other things on your mind.
* **DO** politely greet and thank your recipient. Hello, Good morning/afternoon, or Dear for greetings. Thank you, Sincerely, Regards, or Best for salutations.
* **DO** double-check yourself before you press send! Double check that you have the correct email address and proofread your message for clarity, spelling and grammar mistakes, and overall tone.
* **DON’T** use slang, humor, or informal greetings. Make the right first impression by avoiding greetings like Yo, Hey, What’s up? or similar greetings. Also avoid any miscommunications that may not translate via email by eliminating jokes or slang. You want to avoid offending or confusing your recipient at all costs.
* **DON’T** overuse exclamation points. We all do it to seem less formal, but no more than one or two exclamation points should be present in the whole email.
* **DON’T** reply all to emails unless instructed to.
* **DON’T** reply using one-word answers. Remind your recipient of your conversation if it has been a while since your exchange or take the time to acknowledge them for their response. Remember that kindness goes a long way!
* **DON’T** hesitate to follow up. If it has been a few days and your professor has not responded, it is okay to email again and check in with them. In the case of potential networking contacts or employers, wait at least a week and then follow up.

**Sample Email**

Subject: Grade Discussion Request

Dear Professor Smith,

I hope you are doing well. I am Alex Johnson and I am a student in your English 1101 class, section 1234. I am writing because I am concerned about the grade I received on our last essay. Can we please schedule a meeting to go over the essay together? I would like to learn what I could have done differently and to get some advice on how to improve my performance in your class.

Thank you,

Alex Johnson