

Email Etiquette

Emails are often the first impression to companies and networking contacts. Make the most of your first impression by following our tips below!

1. Include a clear, direct subject line. Not too long (this isn't a text message) and not too short (what am I reading?). A clear subject line will give the reader a preview to the relevancy of your email. Examples include:

- Requesting a Meeting
- Greetings From a Fellow Army Veteran
- Application Question

2. Use a professional email address. Make sure your email address includes some variation of your name to make it easy for people to know from whom the emails are coming and also who they're emailing.

3. Match the culture of your organization. Many organizations have relatively informal email practices - e.g., "Hi" is a more common salutation than "Dear." So aim to match these traditions.

4. Keep your messages focused. More than half of all emails are read on smartphones these days, so try to keep your message concise (no more than a phone screen-length or two) and have a clear call to action: "Can you please send me your feedback by 5 PM today?"

5. Proofread every message. Strong writing skills are highly sought after in the job market. Make sure that you're putting your best foot forward with a well-written and typo-free message.

6. Sign off your email with "Best," "Regards," or "Respectfully" and your name

7. Include a signature block. A signature block makes it easy for people to access your contact information. We recommend a signature block containing your:

- Name
- Phone
- Email address

Nothing is confidential. Be care what you put in writing, especially if it pertains to sensitive issues. Would you be comfortable with this email being shared with more than just the recipient and potentially on the front page of a newspaper?

Adapted from:

<https://www.inc.com/business-insider/email-etiquette-rules.html>

<https://www.themuse.com/advice/rules-of-work-email-etiquette>

