

PROFESSIONAL EMAIL

Email has generally been used as an informal means of communication. However, as it becomes increasingly popular in the job application process, it is important for job seekers to use professional format and think through the content of the email before sending it to a prospective employer. The following rules can be useful when writing or responding to: potential employers, co-workers, colleagues, business members, and college staff or personnel. You will be taken seriously, and will often be given more credibility.

Rules of the Road

1. Introduce yourself the same way you would in a cover letter. See the sample introduction below.

Ms. Clark,

I am writing in regard to your posting with the Olympic College Career Center for an Accounting position.

2. Treat your email as if you were writing a professional cover or thank-you letter on paper, but be brief.
3. In the subject line, make it obvious why you are writing: “*Application for XYZ position*”.
4. Make sure you change the contact name and content according to the person/company to whom you are sending the message.
5. If you are responding to an email, include the original message in the reply, so the receiver can put your email into the correct context.
6. Read your message carefully before you click the send button. The tone of an email can often be misinterpreted.
7. Never use all capital letters. Employers may think that you are screaming. It can also be difficult to read.
8. Do not solely rely on spell check. While it can catch words that are spelled incorrectly, it does not always recognize when they are misused within the context of the sentence. Have someone else proofread your message before you send it or look the words up in a dictionary. It may be easier to find errors if you print and review your email.
9. Name your document “your name, resume.”
10. Don’t just rely on email. Email can be lost. Follow-ups can often be done via the telephone or regular mail.
11. Keep your email address simple, and avoid unprofessional sounding names like “*party-girl*”.

Common Mistakes

Being too informal

Misspellings and poor grammar

No capitalizations

Spelling words the way they sound

PROFESSIONAL EMAIL EXAMPLES

Your email can be a brief introduction:

To: bclark@xyzcompany.com
From: jdstudent@aol.com
Subject: Application for Information Systems Technician

Ms. Clark,

I am writing in response to the ad posted in NACELink.com for an Information Systems Technician (Job #1357). Please accept my attached resume and cover letter as an application for this position. My skills and experience closely fit the posted job description, and I hope to hear from you soon.

Thank you,

Jane Doe Student

Or your email can be your cover letter:

To: bclark@xyzcompany.com
From: jdstudent@aol.com
Subject: Application for Information Systems Technician

Ms. Clark,

I am writing in response to the ad posted in NACELink.com for an Information Systems Technician (Job#1357). Please accept my attached resume as an application for this position.

My experience and personality closely fit the posted job description and I am excited to apply. As a Management Information Systems student at Olympic College, I have taken advantage of numerous design opportunities on campus and in class, which may be useful when working at XYZ Company. During my web design class, I volunteered to organize a group that would design and create a web site using Flash technology for a local company. The project was well received and the organization is using some of our ideas. As a student worker in the Electronics Department, I also designed an Access data base to track student advising appointments and progress. The position required a high degree of confidentiality, as well as, a person with the ability to work on the project until it was completed.

In addition to maintaining a 3.0 GPA, and holding an on-campus job, I have also participated in various campus activities and leadership programs. By working on committees, I was able to utilize my leadership, teamwork, and time-management skills.

I am eager to learn more about your position and would appreciate the opportunity to speak with you in an interview about my qualifications. I can be reached at (360) 111-1111 and I look forward to hearing from you.

Sincerely,

Jane Doe