Email Etiquette

FOR STUDENTS

Writing a professional email may not sound like a big deal, but it is a skill you should master! See the tips below for writing a thoughtful and effective email.

Descriptive Subject Line

Include a subject line that briefly describes what your email is about.

- **Do:** "Request for Extension on Analytical Essay" or "Help with Common Application"
- **Don't:** "Hi.", leave subject blank, or write entire message in the subject line.

Appropriate Greeting and Closing

Address people properly. Only use first names IF the person introduced themselves in that manner. Otherwise, use formal titles such as Mr., Mrs., Ms., Dr., etc. Remember to sign off with your full name.

Be Polite

Please and thank you go a long way. Instead of demanding, be thoughtful and polite. If you are upset, give yourself time before sending the email. Suggest options to show that you are willing to work with the other person and allow for an adequate response time.

Keep it Short

Assume that anyone you email is busy, so keep it concise. Use bullet lists if necessary to reduce lengthy messages.

Proofread

Your email should be written in complete grammatically correct sentences. Look over the email for any grammar or spelling mistakes before you send it. These can distract the reader from what you are trying to say to them.

Please practice these tips when you are drafting any communication to faculty, staff, or otherwise professional contacts. An email is not a text message. Take your time and do it correctly so that you make a good impression and are taken seriously.