

Email Etiquette

Sending an email sounds easy, but you should take the time to send a professional email, especially when your email is being evaluated as a means of potential employment with a new company. See below for 2 articles we found regarding properly using email communication as part of a job search.

Email Etiquette Tips for Job Seekers By Alison Doyle

<https://www.thebalance.com/email-etiquette-tips-for-job-seekers-2062199>

When job seeking, you will likely use email for a number of reasons. You might send an email asking about job openings, or an email cover letter with a resume attached. You might send networking emails asking contacts for help with your job search. You will likely also send email thank you messages after interviews. When you are using email to job search, it's important that all your communications are as professional as they would be if you were writing an old-fashioned paper letter.

Here's information on all you need to know about job search email etiquette, including what to put in your job search emails, how to format your emails, and how to make sure your email messages are read.

Use a professional email account. Make sure you have an email account name that is appropriate for business use, e.g. [firstname.lastname@gmail.com](#). There are a variety of free web-based [email accounts](#), like Gmail and Yahoo, that you can use. It also makes sense to set up an email account just for job searching, so your professional email doesn't get mixed in with your personal mail.

Send your email to a specific person. When possible, send your email to a contact person, rather than a general email box. Send a copy to yourself, so you have a record of the emails you have sent and the jobs you have applied to.

Use a clear subject line. Your email message needs a [subject line](#).

If you leave the subject blank, the email is probably going to end up in a spam mailbox or be deleted. Make sure you list the position you are applying for in the [subject line](#) of your email message, so the employer is clear as to what job you are applying for. You might want to include your name in the subject as well.

Below are two examples of appropriate subject lines:

Subject Line: Communications Director Position

Subject Line: Marketing Associate Position / Your Name

Choose a clear font. Avoid ornate, difficult-to-read fonts. Use a [basic font](#) like Times New Roman, Arial, or Cambria. Don't use color in your text, either. Use size 10 or 12 point, so that the email is easy to read, without being too big.

Write like it's a business letter. In general, your email messages should look a lot like [business letters](#). They should include words, not acronyms or slang or emoticons. They should be written in full sentences and paragraphs. Begin with a salutation, and end with a send-off and your [signature](#). The only difference between an email and a business letter is that in an email you do not need to include the employer's contact information, the date, and your information in the top left corner.

Keep it brief. People tend to skim, or even ignore, very long emails. Keep your email brief and to the point.

Include a signature. Include an [email signature](#) with your contact information, so it's easy for the hiring manager to get in touch with you. Including a link to your LinkedIn profile is a good way to give the hiring manager more information on your skills and abilities.



Below is a sample email signature:

FirstName LastName
Email Address
Phone
Cell Phone
LinkedIn Profile (*Optional*)

Edit, edit, edit. Make sure you proofread your email for grammar and spelling errors. Clear writing is just as important in an email as it is in a business letter.

Send a test message. Before you actually send your email, send the message to yourself to test that the formatting works. Also make sure that any files you attached are easy to open. If everything looks good, resend the email to the employer.

Email Message Content

If you have a contact person, address your email to Dear Mr./Ms. LastName. If you don't, address your email to Dear Hiring Manager or simply start with the first paragraph of your message.

When you're [applying for a job via email](#), copy and paste your [cover letter into the email message](#) or write your cover letter in the body of an email message.

If the job posting asks you to send your resume as an attachment, send your resume as a PDF or a Word document.

No matter your purpose for emailing, be clear about why you are writing and the purpose of your email message. Include this information early on in the email.

5 Email Etiquette Tips for Job Seekers

<https://www.workitdaily.com/email-etiquette-tips-job-seekers/>

The art of communicating by email has become the norm nowadays. Most job recruiters now prefer sending and receiving emails, rather than making phone calls, because it's easier to keep a digital record of contacts. However, by doing this, recruiters get a ton of emails each day, and small email mistakes can instantly take you out the running for that new job. We don't want that.

Put yourself in the shoes of the recruiter for a second. After opening up hundreds of emails a day, seeing mistakes in emails can instantly turn off him or her from reading the rest of your email. So, in order to avoid that, what do you need to do?

1. Read the Instructions

You wouldn't *believe* how many emails are sent to me pertaining to job postings that don't follow the very easy instructions that I included. Simple things such as "include a link to the job posting" or "answer this question in the body of your email" are very easy to miss. [Don't be like these guys](#). When I was young(er) and job hunting, I used to get so eager to send an email that I just skimmed the instructions before sending it. **Slow down, read everything**, then read it again, and then send out that email.

2. Get Rid Of That Old Email Address

At a certain point in time, you're going to outgrow your old email address of hotboy1313@aol.com. Now that you're all grown up, your email address needs to match your maturity. Nothing makes me cringe more than reading emails from prospective hires and then glancing at their email address and seeing that it's clearly from their childhood. If you're *really* attached to that old email address keep it for personal use, but create a professional email address that contains a combination of your first and last name. Along with looking professional, an email address with your name in it also immediately shows the recruiter who you are.

3. Spell Check

In your excitement from seeing a job posting that you're qualified for and typing up that email for the recruiter, don't forget to check your grammar and spelling in the email. Most browsers now have an automatic spell checker that will give you that red squiggly line we're so accustomed to seeing from Microsoft Word. In these modern times, mobile devices such as tablets and smartphones come with autocorrect, but studies have shown that you shouldn't always depend on [autocorrect](#). So, double check your grammar and spelling, anyway.

4. Keep It Short

No one wants to read a long email. Even if you have a long-lost friend who you haven't seen in 10 years, you shouldn't include everything you've done in those 10 years in the email. When emailing for a job, keep the email short and to the point. As wonderful as your background story might sound, I'd much rather hear it come from you in person than to try reading it all on my phone. Sarah Kathleen Peck wrote an article for [Business Insider](#), and in it she says, "By writing less, you say more." I couldn't agree more with that. Leave a bit of mystery about yourself to keep recruiters interested in learning more about you.

5. Practice Proper Etiquette

Last but not least, remember to practice proper email etiquette. No one likes getting an email in all caps, especially if you think that typing in all caps will get your email noticed. It'll get it noticed... and then get sent to the trash! Improper email etiquette wouldn't work in the [real world](#), so don't practice it in the virtual world. Non-work signatures, emoticons, and anything else that you would send to your friends and family should be left out of your job-hunting related emails. Once you're hired and you're involved in the company's culture, *then* you can embrace those gifs, memes, and emoticons if they're appropriate.

There you have it. Those are just a few tips on how making a few changes to your email habits can greatly affect your chances at getting that new job, or if you're just graduating, getting your first job of your career. For more, great career tips, read some of the other great articles here on CAREEREALISM.