



Writing an Email

The Email

Jacob Williams: jdwilliams518@comcast.net

To: iesluisbunuel.mostoles@educa.madrid.org

CC:

Subject: CIEE Auxiliar

Dear IES LUIS BUÑUEL,

My name is Jacob Williams, and I received a placement with CIEE to teach English at your school this coming year. I am very excited about this opportunity and wanted to take the opportunity to introduce myself to you.

I am a recent graduate of Samford University with a Bachelor of Arts in Spanish. While I was there, I was a Spanish tutor and language coach and I led beginner and intermediate students in Spanish conversation activities. I also had the very rewarding opportunity to study Spanish abroad for two weeks in Andalucía this past January. I have a strong passion for languages and language education, but some of my other interests are running, playing my trumpet, and reading.

If you would like to know anything else about me or have any questions for me, you can use this email address to contact me. I am looking forward to working with your school and hope to hear from you soon.

Saludos cordiales,

Jacob Williams

What to Have/General Structure

- Subject- most important part
- Introduction (if they do not already know you)
- Reason for the email
- Do what you need to do (question, give information, etc.)
- Request from them
- Salutation

Other Email Components

- Address book
- CC, bCC
- Digital Signature
- Reply
- Forward
- Star, favorite
- Attachments

When writing an email...

- Be professional
- Know who you are talking to (organization, to whom it may concern)
- Be clear in your reason for writing the email
- Spellcheck
- Attachments
- Check everything before you send it

Practice

- Let's compose an email to your teacher asking to postpone the date of an examination due to family matters
- Be sure to include
 - Subject
 - Reason
 - Request
 - Salutation