## **💡 Tips for Using These Templates**

### **Customization Checklist:**

* Replace all bracketed placeholders with specific information
* Research the company and person you're contacting
* Mention something specific about their work/company
* Keep emails concise (under 200 words when possible)
* Proofread for typos and grammatical errors
* Send from a professional email address
* Include a clear subject line

### **Timing Guidelines:**

* **Initial Application Follow-up:** Wait 1-2 weeks
* **Second Follow-up:** Wait another 1-2 weeks
* **After Interview:** Send within 24 hours
* **After Informational Interview:** Send within 24-48 hours

### **Professional Email Signature Template:**

[Your Full Name]  
[Phone Number] | [Professional Email]  
[LinkedIn Profile URL]  
[Portfolio Website] (if applicable)  
Recent Graduate, [Program Name] - [Institution]

### **Red Flags to Avoid:**

* Generic mass emails
* Being too pushy or desperate
* Sending multiple follow-ups in one week
* Forgetting to customize company/role details
* Using informal language or emojis
* Sending emails late at night or early morning