Professional Email Signatures

Your email signature is a small but important part of how you present yourself in professional interactions. When contacting instructors, potential employers, co-op placements, or peers in your industry, a well-written signature helps to position you as an organized professional.

What to Include

What you include in your email signature will depend on the type of email address and the role you're writing from.

Academic Email Signatures

For your academic email address, your signature should include: your full name, preferred name (if different from your first name), program of study, and institutional email address. You can also include your expected graduation month and year.

Professional Email Signatures

Your professional email signature should include your full and preferred names, current role, department, and organization, work phone number, and email address. Your employer may have other guidelines about what needs to be included in your signature, such as links, logos, privacy statements, or a land acknowledgement. Some staff also choose to list their degrees and credentials after their name.

Personal Email Signatures

You may want to establish an email account to use for job applications and networking. Your email signature can include your full and preferred names, an indication of your industry (ex: *Professional Pastry Chef*, or *RRC Polytech Baking and Pastry Arts graduate*), and your phone number and email address.

Links

Sharing a link to your LinkedIn profile, personal portfolio website, professional social media account, or professional blog is an excellent way to share more about yourself. This may be most appropriate for academic and personal email signatures; for professional email signatures, browse through some colleagues' emails and see if it's common practice in the workplace.

Personal Pronouns

Including your personal pronouns (ex: she/her, they/them, he/him) in your email signature is more and more common. It tells people what pronouns they can use to talk about you, and signals to employers that you are supportive of inclusive communication and respectful of others' identities. If you choose to include pronouns, they can go in parentheses after your name, or on a separate line.

Formatting

Email signatures should be short, typically 4-6 lines, unless made longer by the inclusion of required content from your employer. Use a simple, professional font in black, left-aligned.

Examples

Academic Email Signature

Stefaniya Kerem (she/her)

Application Development and Delivery | Red River College Polytechnic

Expected Graduation: April 2027

skerem14@academic.rrc.ca

[LinkedIn](#) | [Github](#)

Professional Email Signature

Jordan Taylor

Cybersecurity Analyst

Information Security Division, Solis Cyber Solutions

204-555-0198,

jordan.taylor@soliscyber.ca

Pronouns: they/them

Personal Email Signature

Gurpreet Singh

Architectural Technologist

RRC Polytech Graduate, 2025

gurpreet.singh.at@gmail.com

(431) 555-1982

[Personal Portfolio](#) | [LinkedIn](#)