10 Rules for Writing Professional Emails
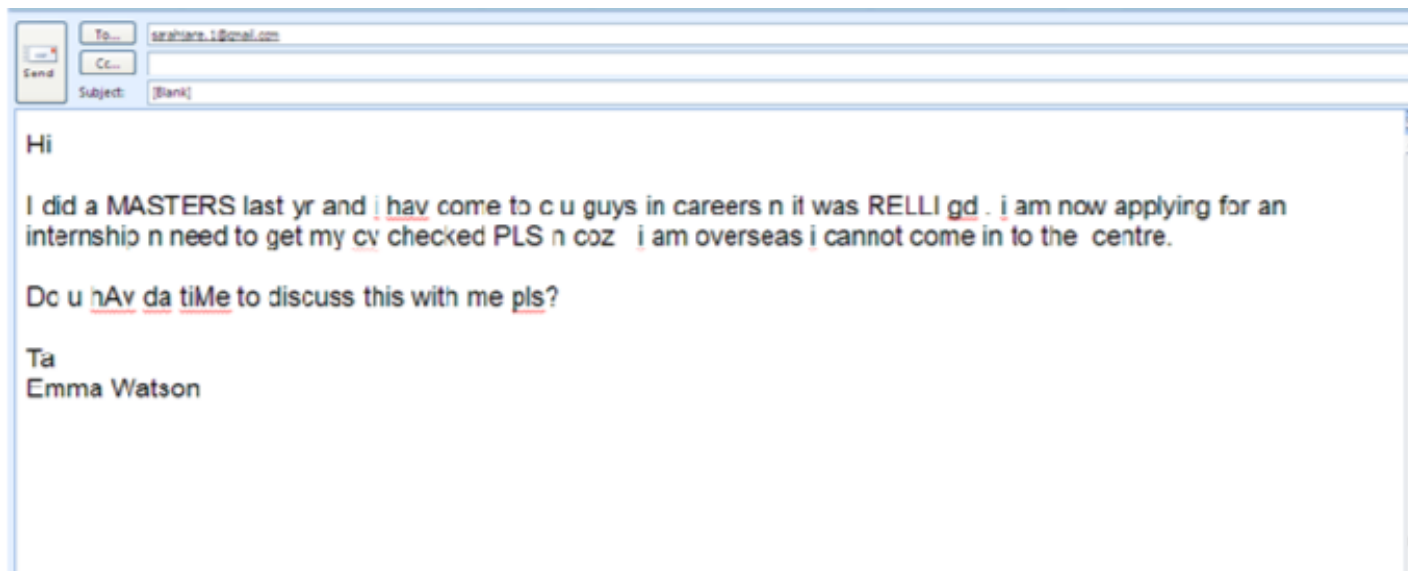
Being able to write professional emails is very important. Learn the following rules to make a good impression on your future employer.

1. **ALWAYS** include a meaningful heading in the subject line along with a brief outline of what the email body will include.

   e.g.
   [REQ] Request (for a reference)
   [ACTION] Action (to be completed)
   [FYI] For your information

2. **ALWAYS** address the reader in a professional manner. If you are not sure who the reader is you can see the example on how you could address them. You should make it as personal as possible.

   e.g.
   Dear Miss Rose
   Dear Mohammed
   To whom it may concern

3. Round up the main point of your email in the opening sentence.

   e.g.
   Think about what you would like the reader to do next, what actions they need to take or how the information you are sending is useful for them

Think about what you want to say in advance

4. **DO NOT** use all capital or all small case unless referring to a known acronym or term that is familiar to the reader.

   e.g.
   CSDO/ WP/ TTFN/ PAF

5. **ALWAYS** check your grammar before sending and NEVER use slang/ text speak/colloquiums.

   e.g.
   LOL/WAG1/WUUP2/LY

6. **ALWAYS** keep language professional. If necessary ask a friend or colleague to proof read before you send the email.

   e.g.
   Would it be possible to request this information from you?

7. Be concise and polite. **ALWAYS** remember to use 'please' and 'thank you'.

e.g.
Thank you in advance for your time

8. **ALWAYS** check for spelling, grammar, punctuation and any careless mistakes.

   e.g.
   Careless mistakes are more difficult to identify so attention to detail is necessary

9. **ALWAYS** use paragraphs.

   e.g.
   Ensure that the email is broken up into paragraphs and not written as an essay

10. Add a signature block at the end of the email to ensure the reader has details on how to contact you.

    e.g.
    Emma Watson
    BSc Sociology and Criminology
    2nd year
    Student ID: 060002365

    NOTE: Add address and contact telephone number if necessary

CONTACT
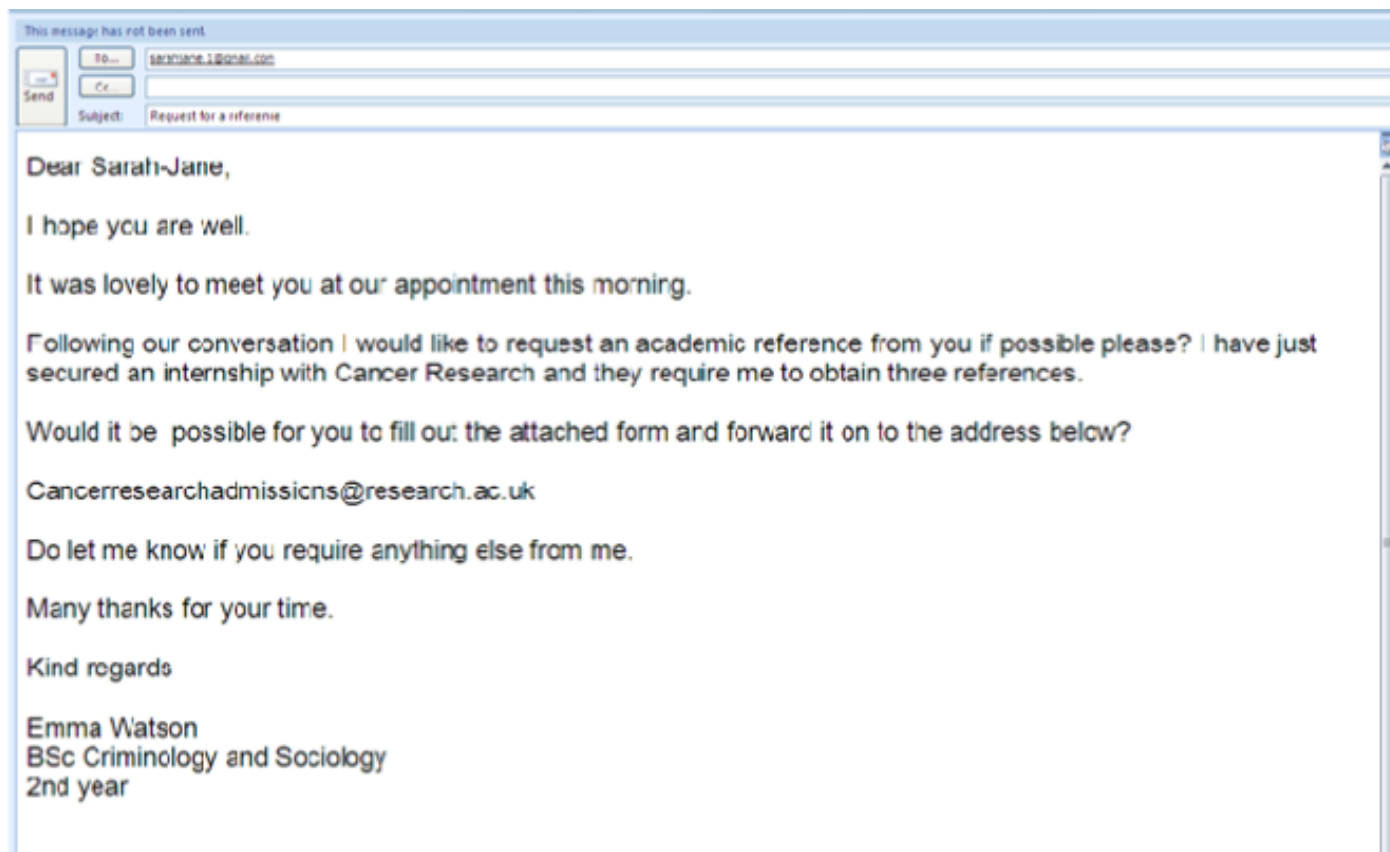
Careers, Student Development & Outreach
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Professional Emails Examples

<u>Poor Communication</u>

To...	sarahjane.1@gmail.com
Cc...	
Subject:	[Blank]

Hi

I did a MASTERS last yr and i hav come to c u guys in careers n it was RELLI gd . i am now applying for an internship n need to get my cv checked PLS n coz   i am overseas i cannot come in to the centre.

Do u hAv da tiMe to discuss this with me pls?

Ta
Emma Watson

<u>Good Communication</u>

This message has not been sent.

To...	sarahjane.1@gmail.com
Cc...	
Subject:	Request for a reference

Dear Sarah-Jane,

I hope you are well.

It was lovely to meet you at our appointment this morning.

Following our conversation I would like to request an academic reference from you if possible please? I have just secured an internship with Cancer Research and they require me to obtain three references.

Would it be possible for you to fill out the attached form and forward it on to the address below?

Cancerresearchadmissions@research.ac.uk

Do let me know if you require anything else from me.

Many thanks for your time.

Kind regards

Emma Watson
BSc Criminology and Sociology
2nd year

CONTACT

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