Quick Tips: Email Etiquette

BASIC TIPS:

- Keep emails professional. While you might prefer to write as if you were talking to a friend, it's advisable to stay professional while emailing employers.

- Remember that emails that you send to employers will likely be viewed as samples of your communication skills. Employers will be looking to see if you know how to write appropriately.

- Employers look for effective communication and professional presence, and if you can represent their company well. This can be demonstrated in the emails that you send to them throughout the interview process.

- Remember emails can get forwarded. Stay away from all texting abbreviations. Keep conversations formal and professional.

- Watch your tone in emails. Make sure to stay positive and respectful. How you communicate in your emails with employers may ultimately weigh in their decision to hire you.

- Always review and revise your emails before sending them. You will catch grammatical errors, bad punctuation, or misspellings.