



## Quick Tips: Email Etiquette

### **BASIC TIPS:**

- Make sure your email address is appropriate and professional.
- Use a strong, relevant subject line in your emails to capture the reader's attention immediately.
- Keep your message clear and concise. Avoid using abbreviations or emojis since employers can view these as unprofessional.
- Start with a proper salutation (ex: "Hello Mr. Smith") and close with a professional sign-off (ex: "Regards" or "Best wishes").
- Remember an email is often an employer's first impression of you, so double check your communication for proper spelling and grammatical errors. A polished email reflects your attention to detail.