

# HOW TO WRITE A PROFESSIONAL EMAIL

Communicating professionally can make a positive impression on employers. You can also use email features to assist in communicating with recipients or those receiving your email.

## Set Up for Success

- Use a professional email address that includes your name (ex: first name. last name@gmail.com)
- End your email with a signature that includes your name, email address, LinkedIn profile URL (or other marketing materials such as a portfolio URL), and phone number
- Emails are not written like texts and require a greeting, proper capitalization, and punctuation. Avoid the use of emojis or abbreviations (LOL, etc.) in your email.
- Always proofread your email before sending it using Spellcheck or Grammarly.
- Type a rough draft of long emails that do not include the recipient's email address to prevent you from accidentally clicking 'send' when you're not ready.

## Email Features

### 1. Subject Line

- Never leave the subject line blank in a professional email
- Keep the subject simple, concise, and clear
- If applying for or following up on a job, list the position and your name in the subject line

### 2. Threads

- Organize related emails and replies into a single message. Responses to an email are typically below the original message.
- Use to keep related messages together and reduce the clutter in your email inbox

### 3. Reply and Reply All

- Reply → respond to a single person, typically the last person to reply to the email
- Reply All → respond to everyone who was included in the email
- Find both options under the email menu (three dots in the top right of the email)

### 4. CC and BCC

Use cc and bcc to send another person a copy of the email. See the differences below.

Type of copy	Who sees the email	When to use
CC (carbon copy)	Every recipient	Include another team member as part of the conversation or keep them informed
BCC (blind carbon copy)	No recipient	To protect the privacy of everyone who is receiving the email

### 5. Undo Send in Gmail

- Use it to unsend an email if you accidentally click send before you are ready
- To set up, click your Gmail account's settings icon (gear). Find the Undo Send under the 'General Tab.' Select a cancellation period and save the changes.



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From: Joe Job Seeker <joe.jobseeker@gmail.com>  
To: Sally Employer <[sally@abcemployer.com](mailto:sally@abcemployer.com)>  
CC: Jordan Employer <[jordan@abcemployer.com](mailto:jordan@abcemployer.com)>  
BCC: [abctest@gmail.com](mailto:abctest@gmail.com)  
Date: Oct 21, 2024, 12:07 PM  
Subject: Resume for Senior Retail Associate Position #A10137 – Joe Jobseeker

Hello Sally,

It was great meeting you at the XYZ Job Fair yesterday! I enjoyed our conversation and learning more about the Senior Retail Associate position you have available at ABC Employer.

As we discussed, my 5+ years of retail experience and dedication to customer service make me an excellent match for the position and your organization. To follow up on our conversation, I completed the online application. As you requested, I have also included a copy of my resume and cc'd your colleague in this email.

Please let me know if I can provide any other information. I hope you have a great day, and I look forward to speaking with you again soon!

Thanks!

Joe Jobseeker

[joe.jobseeker@gmail.com](mailto:joe.jobseeker@gmail.com)

970-123-4567

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