

Email Guidelines & Tips

Emails are best used for:

- Short concise messages
- Official requests and updates
- Providing extra resources and attachments
- Scheduling appointments
- Never use email for long complex messages or negative information
- Creating documentation for future reference

Tips for emailing professors:

- Include the course and section in the subject line
- Provide adequate details
- Don't ask complex questions over email

Example email message to professor

MGT 650A Daniel Fisher: Presentation Rescheduling Request

Hi Dr. Sevak,

Our marketing project team is curious if another team would be willing to switch presentation times with us. We are scheduled for Monday, October 2, but would like to present on Wednesday, October 4. Our slide deck is already submitted for grading, however not all of our team members will be available on the 2nd. Jane has an interview in Kansas City and will be unable to return to Hays in time to present.

If another team is able to switch times with us, please let me know.

Thank you,

Dan Fisher

Example email message to employer

Subject: FDS Survey Project Ahead of Schedule

Attachment:



Nicole,

Attached is the update for the FDS survey project. We are currently ahead of schedule and should be able to complete the project a few days before the deadline.

Please review the intent to graduate column and provide any further suggestions by tomorrow afternoon. This section can be difficult and a good understanding of the calculations is needed. The file includes notes explaining all current calculations.

If you have any questions, please let me know.

Sincerely,

Dan Fisher
Career Services
Sheridan Hall 214
785-628-4260
careers@fhsu.edu

Order of construction for an email:

1. Attachments
2. Subject line
3. Greeting
4. Message
5. Closure
6. Signature line
7. Recipient email address

Messages To Employers:

- Use full names and formal greetings
- Anticipate and answer questions

General Tips:

- Don't send emails when upset
- Avoid Reply All
- Use a professional email address
- Name your attachments to prevent confusion
- Don't include "Sent from my phone"
- Humor is not conveyed well in email
- Emails are official communication and may be stored, so write professionally