

Email Etiquette for Student Employees

Address the recipient of the email by using the correct title: Dr., Ms./Mr., or Professor

Good afternoon Dr. Smith,

Thank you for reaching out to the Career Development Center. I am Student Stella, Career Peer Mentor, and I am responding to your email dated 9/xx/20xx. You contacted the right department with your request for a classroom presentation on resumes.

The Career Liaison for your college is Sheila Gallagher-Price and she can be contacted at sheilag@csufresno.edu. I am sure she would be happy to present to your class, just reach out to her via email. I have also included her in this email so that she is aware of your request. If there is anything more the Career Development Center can do for you, please do not hesitate to ask!

Respectfully,
Student Stella
Career Peer Mentor
Career Development Center

Begin and end with a professional salutation such as: Good Morning, Good Afternoon, Sincerely, and Best.

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- Utilize a **professional** tone
 - Tone is the writer's character or emotion that is being perceived by the reader as a result of how the email was written. One can write with an angry, positive, constructive, or respectful tone to name a few.
 - When emailing a professor or anyone from the community, you want your tone to come across as calm, positive, and respectful.
 - Always have your supervisor proof your email before you send it out! You are an extension of the department and Fresno State!
- **Avoid** using internet and texting **slang** (totes, facepalm, etc.), text language (hey, lol, brb, yeah, etc.), emojis, and distracting fonts that may portray an unprofessional image.
- **Always re-read** your email before you send it to edit spelling, grammar, and punctuation, as well as for the overall tone and content of the email.