L

General Email

GREETING

Start your email with a “Hello,” “Dear,” or “Good Morning/Afternoon,” then address the person you are writing to with the proper title and/or name. Avoid starting with overly casual words, such as, “Hey” or “Hi.” For example:

- Dear, Ms. Meredith Tornabene,
- Hello, Professor Streissguth,
- Hello, Mr. Rapoza,
- Good Morning, Dr. Ford,
- Good Evening, Mx. Fahey,

CONTENT

Share your main point first, then include supporting content to provide context that is clear and to the point. Emails should be brief, and multi-paragraphed, for ease of interpretation.

In addition to the sample included, you can look throughout this guide to see other examples of tone and structure for effective, professional email content.

PRO TIP If you have websites, Google docs, slides, etc, to attach/link to the email, hyperlink when possible. You can embed the content by highlighting the text and then selecting the *INSERT LINK* option in the email and pasting in the URL to outside material. In the end, your email looks cleaner without long URLs, makes understanding easier for readers, and shows respect for their time.

CONCLUSION

Wrap up the email by reinforcing/restating your main point and restating your question/recommendation/request, etc.

CLOSING

Close your email with an appropriate signoff. This lets the reader know you are finished with your outreach.

- Sincerely,
- Best,
- Best Regards,
- Thank you,

General Email

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Dear Mr./Ms./Mx./Dr. [Contact's Last Name or Full name of contact]:

My name is [your name], and I am a [school year] at Le Moyne College studying [major]. I really admire your [wor

Would you be open to me shadowing your for (time frame)? If so, I am available [give a span of days] during you

Thank you in advance for considering my request.

Sincerely,

[Your name]

KEEP IN MIND

Graduate School Reference/Recommendation

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Hello Dr./Ms./Mr./Mx.[Name of person],

I hope all is well! How have things been with you and [the person's company, organization, or personal interest]?

I'm reaching out because I am applying to the [name program] at [university name], and would so appreciate including you on my list of recommendations, if you're willing. I thought of you because [ways in which your relationship has been instrumental in your personal and professional development/choice of attending graduate school], and you could speak to my [key skills and abilities needed in the program].

I've attached my current resume and here is a link to the description of the program for your reference. If you are willing to [illegible] indi i erenc ei d k

CAREER CONVERSATION THANK YOU

Jspps{mrk yt er Geviiv Gsrzivwexmsr {mxl e rsxi sj xlerow wls{w }syv tvsjiwwmsrepmwq0 }syv qexyvmx} erh0 qswx sj epp0 }syv kvexmxyhi2 Hsrùx jsvkix xs gsq tpixi xlmw iwwirxmep wxit mr iwxefpmwlmrk psrk1pewxmrk vipexmsrwlmtw erh fvmhkiw xs jyxyvi sttsvxyrmxmiw2 Xlmw rsxi wlsyph fi wirx {mxlmr 68 lsyvw sj xli qiixmrk2

Dear [Interviewer Name],

Thank you so much for meeting with me today. It was such a pleasure to learn more about the work you do and [Comp1 IƆ ʾ g ʾ g ʊ ɧ ∃lb 8 ß er ƛ ᵀ NJ

Hello [Contact Name],

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