



NewsWAIV

San Diego State University

Proper Email Etiquette



When applying for a job, your first impression is very important. Sending an email to an employer is the standard initial step most job seekers take when applying for a job. Here are a few tips on proper email etiquette:

- **Use an appropriate email address (i.e. yourname@gmail.com)**
-Avoid using unprofessional email addresses such as partyanimal1@gmail.com or xhater1x@hotmail.com
- **Make sure your email signature includes your name, address, and phone number**
-Take out any inspirational mottos or religious/political views quotes because they are unnecessary and you never know who they might offend.
- **Always address the employer with the appropriate formality**
-Addressing an employer incorrectly or misspelling their name may be insulting or offensive.
- **Include a respectful and appropriate greeting in all your emails (Best, Sincerely, Regards, etc.)**
-This is a polite gesture and will make your email not seem forceful.
- **Spell check!**
-E-mails with typos are not taken as seriously, show a lack of attention to detail, and reflect carelessness.
- **Read your email out loud to ensure the tone and flow matches your intentions.**
- **This is not IM-ing or Txt-ing!**
- Write in full-professional sentences. Use abbreviations at your own risk.

For more tips, click [here](#) and make sure to spell check before sending out those emails!

April 2013 Career Services Programs & Events

WORKSHOPS:

- Job Search Strategies ----- Tuesday, 4/11 at 1:00 PM
- Resumes that Work ----- Tuesday, 4/16 at 11:00 AM
- Career Fair Success ----- Thursday, 4/18 at 2:00 PM



CAREER FAIR!

Just In Time Career Fair ----- **Thursday, 4/25, 10am - 2PM**
(Location: North Love Library Terrace)

Unless stated otherwise, ALL workshops are held in Career Services (SSE—1200)

Questions? Comments? Please contact Iris Fulgencio at ifulgencio@mail.sdsu.edu or 619-594-1111