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!**
  - Emails 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!

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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