APSU Writing Center

How to Write a Professional Email

What is an Email?

An email is an electronic message used to communicate between students, professors, employees, businesses, and other audiences. Writing emails professionally is important because it creates a first impression of your communication skills.

Before Writing the Email

Before writing an email, ask yourself:

- **Who** is my audience?

- **What** is my relationship to this audience, and what do I want to communicate?

- **Why** am I writing this email, and why should my audience care about this information?

What to Include in an Email

- **Email Subject Line**

  - Start with a clear and meaningful subject line, such as "ENGL 1010 Assignment Sheet Questions" or "Seeking Internship Opportunities."

- **Greeting**

  - Begin your email with a greeting, such as "Hello," "Good morning/afternoon," or "Dear Professor Name."

- **Introduction**

  - Introduce yourself by stating your name, your course, and the purpose of your email. For example, "My name is [Your Name], and I am in your ENGL 1010 course. I would like to meet with you to discuss the assignment."

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What to Include in an Email

- **Proper Spelling, Punctuation, and Capitalization**

  - Make sure your email uses proper spelling, punctuation, and capitalization.

- **Clear Short Paragraphs**

  - Keep your paragraphs short and focused, ideally two to four sentences each, to ensure your message is clear and easy to read.

- **Conclusion**

  - Conclude your email with a polite closing, such as "I look forward to hearing from you soon" or "I appreciate your time."

- **Signature**

  - End with a concluding phrase like "Warm regards," "Thank you," or "Sincerely," followed by your signature, which should include your name and contact information.

What Not to Include in an Email

- Avoid using abbreviations such as "u" or "lol".
- Do not write in all capital letters, as this can appear unprofessional.
- Refrain from including jokes, witty remarks, or emoticons, since humor or casual symbols may be misinterpreted.
- Do not share sensitive or confidential information or personal grievances.

Recipients

- Always double-check the recipient field to make sure your email is going to the correct person.
- Some email programs default to "Reply All," so confirm that your message is sent only to the intended recipient(s).

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Email Etiquette

Opening

Greeting (Example: Hello Professor...**)**

Introduction (Example: My name is... and I am in your ENGL 1010 course...**)**

Subject Line (Example: ENGL 1010 Assignment Questions, Office Hours...**)**

Body

Paragraph 1 (Purpose of Email. Explain why you are writing.)

Paragraph 2 (Additional Information. Provide context or supporting info if needed.)

Conclusion

Concluding Statement (Example: I look forward to your reply.. Thank you.)

Closing & Signature (Example: Thank you... Student Name and contact info.)

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References

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