

E-MAIL ETIQUETTE

With the proliferation of e-mail usage, it is important to learn appropriate e-mail etiquette in professional communications.

Applying for Jobs Using E-mail

Many companies prefer to accept applications via e-mail. Below are some important things to keep in mind when applying for available positions by e-mail:

- Avoid being too informal or casual in your correspondence.
- Submit both a cover letter and a resume.
- There are two options for e-mailing your cover letter:
 1. You can attach both your cover letter and resume to the e-mail as separate documents.
 - Convert all attachments to PDF files to avoid formatting problems.
 - In your e-mail, simply note that your cover letter and resume are attached. Keep the e-mail brief and professional. See below for an example:

Dear Mr. Anderson:

I am writing in regard to the marketing assistant position advertised on Shakespeare Publishing's Web site. I have attached both my cover letter and resume for your review.

Thank you for your time and consideration.

Sincerely,
Chris Jones

2. Another option is to treat the body of your e-mail as the cover letter.
 - Your e-mail should be written in the same way as a formal paper letter, with the exception that you do not need to include an address block. For more information about writing a cover letter, refer to the "Cover Letters" handout available in the career development office or online at www.calvin.edu/career/handouts.
 - Attach your resume as a PDF file.
- Address the recipients of your e-mail as "Mr. or Ms." until they explicitly state that it is acceptable to use their first name.
- Make sure that your e-mail address is professionally appropriate. Otherwise, your message may be mistaken as spam and deleted.
- The subject line of your e-mail should be specific and should inform the recipient of your reason for writing (e.g., Application for XYZ Position).
- Sign the e-mail with your first and last name and contact information.

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