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## WRITING A PROFESSIONAL E-MAIL

E-mailing is one of the most common forms of communication in a work place. Whether looking for new careers, networking or simply communicating with colleagues, it is important to have the right e-mailing expertise to put forth your skills. Although it seems intimidating, writing a clear and concise e-mail can give a good impression and show professionalism.

### THE SUBJECT LINE

- All e-mails should have a descriptive subject heading
- This line is often overlooked, but it is very important. It is the first thing that the recipient sees and can determine if the e-mail will even be opened
- The subject line should be short with the most important words in the beginning. Make sure to eliminate any filler words. Keep it simple but detailed
- If needed, add whether or not a response is needed along with a deadline

### THE GREETING

- Always include a greeting, even in short e-mails
- If the recipient's name is known, include it along with their proper titles (unless on a first name basis)

### THE BODY

- After the greeting, introduce yourself by stating who you are, and why you are sending the e-mail
- The body needs to contain detailed information, and needs to be written clearly and concisely
- Grammar and spelling should be closely edited before sending the e-mail, as an error free message indicates that the e-mail should be taken seriously
- Avoid using emoticons and slang because these can make your e-mail seem less professional

### THE CLOSING

- You can sign off in a few ways. A brief "Thank you" or "Best" followed by restating your name is typically a good way to end an e-mail

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**Schedule your online or in-person tutoring appointment today! (734) 432-5304 or [writingcenter@madonna.edu](mailto:writingcenter@madonna.edu)**  
**Additional online resources can be found at [www.madonna.edu/owl](http://www.madonna.edu/owl)**

- Some e-mail accounts will let you embed a signature within them; this is a great tool because you can add a signature along with contact information

**Example:**

Cruzer Crusader  
Mascot, Madonna University  
(734) 432-5300