

# Email Etiquette

Email has become a prime form of communication in today's day and age. When corresponding with employers it is important that you present yourself professionally and show the employer you know how to use email properly.

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## ***Use an appropriate email address***

- Use your school email address whenever possible.
- If you do not want to use your school email use one that sounds professional with your name.
- For example: John.Smith@gmail.com or j.smith@gmail.com etc.
- Avoid emails like partypeople69@hotmail.com or kittensrule@gmail.com

## ***Build a signature***

- Most email providers allow you to build a signature into your email that will automatically fill at the end of the email.
- Use this feature and create a professional signature.
- Include your name, major and graduation date and your email. This will make your information easier to find, especially if your email winds up being forwarded to other professionals.
- Example:  
Jane Smith  
Marine Biology, May 2012  
J.smithXXXX@my.fit.edu

## ***Never send an email or attachments without a subject line or body text***

- Do not just attach files to an email without a subject line or body text.
- Tell the recipient why you are contacting them and what attachments you have included.
- If applying for a job include the job title in the subject line.

## ***Always use a salutation***

- It's polite!
- It adds a personal touch to the email in a form of communication that can be very impersonal.

## ***Watch your formatting***

- Make sure your caps lock is not on.
- Do not use colored fonts.
- Do not use different text fonts. Use a basic font like Arial or Times.
- Make sure the size of the font is between 10-12 which will make it easier to read.
- Do not write overly long paragraphs. Make sure they are 2-3 sentences long.

## ***Proofread! Proofread! Proofread!***

- Run spellcheck to catch your glaring spelling errors.
- Grammar check to make sure you are using proper grammar.
- Ask a friend who is good at English to review what you have written.
- Make sure you do not use text speak or other abbreviations.
- Keep it professional.