Email Etiquette

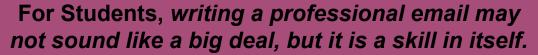**For Students, *writing a professional email may not sound like a big deal, but it is a skill in itself.***

Greet Your Contact Properly
*Include a greeting! It can be as simple as following: **Dear Mr. Lane/ Mrs. Lane**. Only use first names **IF** the person introduced themselves in that manner. Otherwise use **FORMAL** titles such as **Mr./Mrs./Ms/Miss***

Introduce Yoursellf:
While it is tempting to go straight to your question, take time to briefly remind the person you're writing to who you are.

Be Polite
*Always remember to say **"please"** and **"thank you"** as necessary throughout the email. Instead of demanding, be thoughtful and polite. If you are upset, give yourself time before sending the email.*

Be Brief, Positive and Friendly
Anyone that you email could be busy so keep it short and sweet. Make sure to use a friendly and polite tone. Give options if necessary to show that you are willing to work with the other person.

Proofread Your Email Before Sending It
Look over the email for any grammar or spelling mistakes before you send it. These can distract the reader from what you are trying to say to them.