

# E-MAIL ETIQUETTE FOR THE JOB SEARCH

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Adrienne Lynett, Ph.D.  
Program Manager

**UCLA**

**Graduate Writing Center**



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- Types of e-mails
- Components of e-mails
  - Subject lines
  - Greetings
  - Introductions
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- Do's and Don't's
- Additional Resources



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Downloadable packet available at

[https://gwc.gsrc.ucla.edu/workshop\\_videos/email\\_etiquette\\_job](https://gwc.gsrc.ucla.edu/workshop_videos/email_etiquette_job)



# Types of E-mails

- **Initial e-mail**
  - Why would you send an initial e-mail?
    - Arrange an informational interview
    - Inquire about job leads or openings
    - Apply for a job



# Types of E-mails

- **Initial e-mail**

- Why would you send an initial e-mail?
  - Arrange an informational interview
  - Inquire about job leads or openings
  - Apply for a job

- **Follow-up E-mail**

- Why would you send a follow-up e-mail?
  - Thank someone for an informational interview, or for a job referral or lead
  - Send someone an update on your job search



# Subject Line

Which of the following example subject lines is/are appropriate for an initial e-mail?

- Hello, I'm Jane Doe
- Jane Doe's Resume/Customer Service Opening/Job ID #12345
- My resume
- Duke Law Student Seeking Summer Employment
- summer internship?
- Following up



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# Subject Line Examples

- Initial e-mails
  - Interest in ESL tutoring position
  - Application for Research Assistantship
  - Request for Informational Interview on the Automotive Industry





# Subject Line Examples

- **Initial e-mails**
  - Interest in ESL tutoring position
  - Application for Research Assistantship
  - Request for Informational Interview on the Automotive Industry
- **Follow-up e-mails**
  - Following up on our meeting re: automotive industry
  - Thank you for your career advice
  - Update on job search



# Greeting

- Salutation
- Address
- Recipient name



# Greeting

- Salutation: *Dear/Hello/Hi*
- Address
- Recipient name



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- Salutation: *Dear/Hello/Hi*
- Address: *Dr./Mr./Ms.*
- Recipient name



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Example: *Dear Dr. Smith/Dear Mr. Smith*

*Dear Chris Smith (gender unknown)*



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Example: *Dear Dr. Smith/Dear Mr. Smith*  
*Dear Chris Smith (gender unknown)*

Additional options: *Dear Hiring Manager*  
*To Whom It May Concern*



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Example: *Dear Dr. Smith/Dear Mr. Smith*  
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Additional options: *Dear Hiring Manager*  
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# Introducing Yourself

- When to introduce yourself
  - First sentence — e.g., requests for informational interviews
  - Delayed — e.g., in a cover letter





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  - Include relevant information (e.g., degree program, institution, expected graduation date)
- Mention if someone referred you



# Requesting an Informational Interview

- Reference their busy schedules

- Examples:

1. Given your role and the recent acquisition of Media X, I am sure you are extremely busy. However, if you have some time over the next few weeks, I would love to meet with you ...
2. I would very much appreciate the chance to meet. However, I understand if you may not have the time, especially at the end of the semester.



# Requesting an Informational Interview

- Use “if”

- Examples:

1. If you have any availability in the next two weeks, I would love to meet with you to learn more.
2. If at all possible, I'd love to shadow you for an hour or so to experience the inner workings of a design firm firsthand.



# Requesting an Informational Interview

- Avoid “I want”
- Use “I would like”/“I would be interested in”
  - Examples:
    1. I want to thank you for giving me the opportunity to meet with you and discuss the financial analyst position.
    2. However, if you have some time in the next few weeks, I would like to meet with you in person or speak with you over the phone.
    3. Since you also worked in investment banking and are now employed in the sports industry, I would be very interested in hearing your perspective on the difference between the two industries.



# Requesting an Informational Interview

- Use “I would love” with discretion
  - Example:
    1. If your schedule allows, I would love to meet you briefly and hear more about your career trajectory.



# Requesting an Informational Interview

- Use “I was wondering if”
  - Examples:
    1. I am very interested in pursuing a marketing career, and I was wondering if I could meet with you to learn about your path to your current job. Would you have time to talk in the next week or so?



# Requesting an Informational Interview

- Use “would it be possible”
  - Examples:
    1. Would it be possible to set up a time to talk?
    2. Would it be possible to meet with you to discuss ways to break into graphic design?





# Requesting an Informational Interview

- Use “I (just) wanted”
  - Examples:
    1. I am considering going back to school for interactive design/graphic design at either CreativeWorks or WAT, and wanted to learn more about the working conditions of the field from someone firsthand. If you have any time coming up, would it be possible to meet with you for an informational interview? My schedule is flexible, but I am usually free on...
    2. I just wanted to thank you for taking the time to speak with me about your experience at the WHO in Morocco.



# Requesting an Informational Interview

- Use “please” sparingly
  - Examples:
    1. If you have any questions, please contact me at...
    2. Please see my resume for more information; my academic transcripts, references and writing samples are also available upon request.



# Requesting an Informational Interview

- Provide appropriate timeframes for requests



## Providing Appropriate Timeframes Example

Email 1	Student: Would you be free to meet in the next week or so? <u>I have time on Monday, Wednesday, and Friday after 2 pm and Tuesday and Thursday before 10 am and after 3 pm.</u>
Email 2	Employer: I'd be happy to meet with you. Let's meet in my office next Friday (the 20 <sup>th</sup> ) at 2:30 pm.
Email 3	Student: That sounds great. See you then.



# Closing

- Thank you lines:
  - I look forward to hearing from you.
  - Thanks
  - Thanks very much, and I hope to hear from you soon!
  - Thank you for your consideration.



# Closing

- Complimentary closings:
  - ❑ Best,
  - ❑ Best wishes,
  - ❑ Sincerely,
  - ❑ Take care,
  - ❑ Regards,



# DOs and DON'Ts

## Do ...

- respond promptly to emails.
- put a space between the greeting and the first paragraph, as well as the last paragraph and the closing.
- create a separate paragraph for each new point. (One-sentence paragraphs are okay, but an email composed entirely of one-sentence paragraphs would be excessive.)
- check spelling.
- keep the email as short as possible—about the size of an email window.



# DOs and DON'Ts

## Don't ...

- use emoji.
- write words in all-capital letters.
- delete words (e.g., “Got your message”; “Just wanted to follow up”) or use ellipses (e.g., “I was wondering ... would you have time to meet on Friday?”).
- use non-standard fonts and colors.
- send an attachment without including a message in the body of the email.
- omit capitalization and punctuation (such as necessary commas, periods, apostrophes).





# Resources

- GWC writing appointments for UCLA graduate and professional students
  - Free one-on-one assistance with dissertations, theses, journal articles, course papers, résumés, CVs, cover letters, etc.
- Webpage: <http://gwc.gsrc.ucla.edu/>
- Appointments: <https://app.gsrc.ucla.edu/gwc/appointments/>
- Workshops: <http://gwc.gsrc.ucla.edu/Workshops>
- Contact us: [gwc@gsa.asucla.ucla.edu](mailto:gwc@gsa.asucla.ucla.edu)

*Thank you!*

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