

Email Tips

Craft informative and clear subjects lines

Determine your goal

Establish a professional tone

Greet your recipient appropriately

Personalize the body content

Use professional language

Be mindful of your font choice

Keep it short and to the point

Don't "reply all" unless necessary

Use spell check

Be sure to include any attachments

Express thanks

Close the email appropriately

PRO-TIP

Create an appropriate email signature that includes your name, title, location, and contact information

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