

PROFESSIONAL CORRESPONDENCES

E-mails sent to anyone within a professional context (alumni, employers, professional contacts, etc.) should be written in a formal manner to show respect and awareness of etiquette, and to support your professional image and credibility. Here are some general tips when corresponding with other professionals, as well as examples of what you might write in different circumstances.

GENERAL TIPS:

- Be brief, concise, and polite
- Use professional language, appropriate punctuation and formatting, and proper greetings and salutations
- Do not assume gender, instead use the person's full name when you address them. If you don't know the person's full name then use they/them pronouns and Mx. when you address them
- Do not use slang or emojis
- For e-mails, use attention-getting subject lines (ex. Greetings from a Fellow Ithacan)
- It's also helpful to add pertinent professional information to your e-mail signature (ex. Name, Major, Class Year, LinkedIn URL)
- If you're attaching any documents, save them as PDFs first
- Before you reach out to someone to start networking, be sure your resume is updated in case they request for you to send it to them
- Try to respond to e-mail correspondences within 24 hours

SAMPLE OF EMAIL CORRESPONDENCES

NETWORKING E-MAIL FIRST INTRODUCTION

Dear Ava Rodriguez (If they don't have a first name use Mx.),

My name is James Don and I am a current Communication Management and Design student in Ithaca College's Park School of Communications. I found your information on the Alumni Directory and noticed that you also attended IC as a CMD major and currently work in marketing. I would love to talk to you about your career path, how you got into the industry, and any tips you might have for someone looking to break into the field. Would you mind if we scheduled a brief (~20 minutes) informational interview, for which I can call you at a mutually convenient time? Thanks for your time and consideration.

Sincerely,

James Don '22

607-555-5555

www.linkedin.com/jamesdon

NETWORKING FOLLOW UP E-MAIL (try to send within 1-2 days)

Professor Olson,

Thank you so much for taking the time to meet with me earlier this week. Your advice about breaking into the healthcare field with my particular background was invaluable. I'm going to do what you suggested and contact the alumni we found on the Alumni Directory. Also, I attached that article on cultural influences on medical practice that I mentioned. Thank you again and I will let you know how things progress!

Sincerely,

Quianna Townsend '21

Occupational Therapy, Cultural Communication, Ithaca College

Leadership Scholar | President of Active Minds

JOB/INTERNSHIP APPLICATION E-MAIL

Good afternoon John Gupta,

Please find attached my formal application materials for the ____job at ____ Company. I'm excited about the opportunity to join your team of ____ (ers) and welcome the chance to further discuss my candidacy and fit for this position with you. Please let me know if I can provide any more information and I look forward to hearing from you.

Best,

Jill Dillion

www.linkedin.com/jilldillion

JOB/INTERNSHIP APPLICATION FOLLOW UP E-MAIL (depending on size/type of company, give them 2+ weeks after you apply)

Dr. Soandso,

I'm writing to check on the status of my internship application that I submitted on March 20. I'm still very interested in this opportunity and believe I would be an asset to the research team. Please let me know if there is any more information I can provide and I look forward to hearing from you.

Sincerely,

Adrienne Smith '22

Environmental Science, Ithaca College

Vice President, Environmental Science Club

INTERVIEW FOLLOW UP E-MAIL OR NOTE (many employers prefer a hand written note and try to send it within 24-36 hours after the interview)

Mx. Jones,

It was a pleasure talking with you today about the ____ position at ____ Company. I am excited about the chance to work with such a passionate team and appreciate the professional development incentives we discussed. I believe my experience with ____ Company, work ethic, and drive to make a difference, genuinely make me a great fit for both ____ Company and this role. Please let me know if I can provide you with any further information or if you have any more questions, and I look forward to hearing from you.

Best,

Sally Nguyen

www.linkedin.com/sallynguyen