



Writing a Professional Email

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Sample Email and Tips

Now is a good time to start composing professional emails. Emails are the first impression that someone, including a professor or future boss, has of you. Take your time and make your email look and sound professional.

When writing a professional email use proper greetings, spacing, language, punctuation, etc. It is suggested to send an email from a computer rather than from a cell phone when applying for a job or contacting a professional. This will show the professional that you took the time to write them rather than having the “on the fly” mentality.

**It is suggested to use your HAWKmail email account when contacting a professional or employer.
This email account does NOT expire.**

The screenshot shows the Microsoft Word interface for composing an email. The title bar reads "Marketing Specialist application - Message (HTML)". The ribbon includes FILE, MESSAGE, INSERT, OPTIONS, FORMAT TEXT, and REVIEW. The MESSAGE ribbon is active, showing options for text formatting (font face: Tahoma, size: 11), alignment, and other tools. The email fields are filled as follows:

- To: cfang@abccompany.com
- Cc: (empty)
- Bcc: (empty)
- Subject: Marketing Specialist application
- Attached: Dylan Jones resume.docx (13 KB); Dylan Jones cover letter.docx (13 KB)

The email body contains the following text:

Dear Mr. Fang,

Please accept my application for the open Marketing Specialist position with ABC Company. I will be graduating from HACC, Central Pennsylvania's Community College in May with a degree in Marketing. This would be a great first career related position for me.

I attached my resume and cover letter to the email. You can view some of my work from the links provided on my resume. If you would need additional work or further information, please contact me.

I would be available to meet for an interview at any time. Please contact me via phone at 717-555-5555 or via email at dmj8907@hawkmail.hacc.edu. Thank you for your time and consideration and I look forward to hear from you.

Sincerely,
Dylan M. Jones

Annotations with arrows point to specific parts of the email:

- An arrow points to the empty Subject field with the text: "Always include a subject line to tell the employer why you are writing to them".
- An arrow points to the salutation "Dear Mr. Fang," with the text: "Address the email using the employer's proper name, like Mr. Fang. If you do not have a name address to 'Dear Employer' or 'Dear ABC Company'".
- An arrow points to the contact information "dmj8907@hawkmail.hacc.edu" with the text: "Say thank you as you conclude the email and offer your contact information where you can be reached".
- An arrow points to the signature "Dylan M. Jones" with the text: "Close your email including a signature with your first AND last name".

The bottom of the window shows the sender's information: "cfang@abccompany.com No Items" and a profile picture icon.