**Dos and don’ts of professional emails!**

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| **Checklist for a professional email** |
| * Make sure you have a professional email – if you don’t have one, please create one! * Include a meaningful subject line – gives the reader a good idea of what your email might be about without being too long. * Start with a greeting   + “Dear….” “Hello…. “   + Assume that you will not use their first name Use: Mr./Mrs./Ms./Dr. * Start with why you are emailing. Today you will be emailing about this project you are doing for Career Life Education. * Since we are emailing about an interview, make sure you suggest some dates and times when you are available. Do not just leave it open-ended. * End off with a sign off:   + Sincerely/Warm Regards/Looking forward to hearing from you/Thank you in for your help in advance/Thank you for your time. * Read through the email and PROOFREAD. Make sure you do not have any typos or spelling errors. Do not use text language (“sup”, “lmk”, "i”, “u”) * If you don’t hear back from them in a few days, make sure to send a follow up email! |

**Example Email:**

Hello Ms. Kwon,

My name is Sally and I am a student at Burnaby Mountain Secondary School. I got your contact information from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I’m emailing you today because we are doing an assignment in school that requires us to interview someone who is in a career that we are interested in.

I am very interested in teaching because I’ve always enjoyed school and am loving volunteer with little kids at a local elementary school. I would like to learn more about teaching from an experienced teacher as I am curious about what the job is like on a day to day basis. I would also like to learn about your journey in becoming a teacher.

If you have time for an interview, I would really appreciate it. My project is due on Oct. 22nd and I am available \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Thanks for taking the time to read this email. I look forward to hearing from you!

Sincerely,

Sally Wong