



Email Etiquette and Basic Functions

The below information is listed to improve the prospect of a reader of a business type of email being read and absorbed.

- 1. In selecting a web based email service such as Gmail, Yahoo Mail, Hot Mail etc. many have already been assigned so that a variation of a name is the best way to select an email address that denotes your name (not a nickname, acronym or number) for example johnsmith@, john.smith@, john.smith1122@ are logical to finding an email address that would be most effective for business purposes. Using sport team's names or mascots, personal interests and other nicknames is not recommended.**
- 2. Pay close attention to detail in loading an address into the To: address line so as to get it exactly right.**
- 3. The Subject Line is often dictated in the application process by the poster, use it without variation. If one is not dictated simply insert: Position Posted Application or Interest, ie, Position for Cook Application, capitalizing only the first character of each word.**
- 4. Do not send a copy of your email to anyone, however if you would like to send a blind copy (one that is not seen by the addressee), use the BCC address line and the addressee will not see it.**
- 5. Emails are generally short communications used to impart specific information about a subject when used in the employment hiring process. Often resumes and cover letters are attached documents.**

In writing an email using a salutation, ie. Mr, Mrs. Ms, Dr. is appropriate. Simply stating the basis for the email and noting any attachments, continuing with an invitation to contact the sender directly in a preferred method (telephone or email) and finishing with gratitude for taking time to consider the application is appropriate. Using proper capitalization and punctuation is important to a professional appearance and a good first impression.

Your name should appear on its own line with a phone number contact under.

To: Johnjenkins@abccorp.com

From: john.smith1122@yahoo.com

CC:

BCC:

Attachments: resume.doc, coverletter.doc

Subject: Drill Operator Position, Employment Application

Dear Mr. Jenkins:

Please find attached a copy of my resume and a cover letter requested in the posting for the above referenced position.

I believe that I meet the requirements described and would like an opportunity to discuss the position with you.

Thank you for the consideration and please feel free to contact me by telephone listed below my name or return email.

Sincerely,

**John Smith
(212) 555-1212**

6. Attachments are generally in the form of a word.doc or PDF (a picture of a word document). If you are not familiar with archiving or files typically stored on a computer simply save the documents that you use regularly to the desktop (the screen that you look at when no program is open) and name them in a way you will easily recognize. When you are composing an email and want to include your resume or cover letter, simply click the attachment tab under the address bar, when prompted for a file choose “desktop” and look for the resume or cover letter file that you named and select it for attachment. It will take a moment to upload and then send the email, which now includes your attachments.

7. Copy and Pasting a resume or cover letter is sometimes requested by a poster. This means that a resume or letter is not sent as an attachment but is copied from a word.doc or PDF and pasted into the body of an email. It is a fairly easy process if followed carefully:

a. Open the document and place the cursor in front of the first character of the first word in the document.

b. Hold down the left click button on the mouse and move the cursor down the document. Each word will illuminate with a blue background. When reaching the bottom move the cursor off of the document and then let go of the left button click.

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c. In the top left corner you will see the word “FILE” open the drop down menus and select “COPY”

d. Proceed to the email that us being composed and place the cursor where you would like the resume or cover letter to appear (usually under a brief email text stating that the pasted resume and cover letter can be found below).

e. Return to top left hand corner and select “FILE”, under the drop down menu select “PASTE” and the highlighted text will appear in the email.

8. A follow up email is an important tool. Sending an email to the original individual or address using the same format 3 to 5 days after the application and resume were sent is appropriate. Reviewing the date and substance of the original communication and requesting an interview shows diligence and persistence, important qualities in an employee.