

9 simple rules to professional e-mail

1. Make sure your e-mail address is clear and concise.
 - a. Use your name as a foundation.
 - b. This is not a time to be cute.
 - c. Examples for Mike S. Jones:
 - i. Good examples: m.jones@gmail.com, mike_jones@gmail.com, msjones@gmail.com
 - ii. Bad examples: Bigmike88@gmail.com, mikey993934@gmail.com, cardinalsfan1@gmail.com
2. Use a reputable e-mail host.
 - a. G-mail, Hotmail, or Yahoo
 - b. Don't use old e-mail addresses from old school or old places of employment.
3. Use proper grammar and spelling every time.
 - a. Spell-check and grammar-check are available on most e-mail hosts.
 - b. You can also type e-mails in a word processing program first, spell-/grammar-check them in that program, and then copy/paste them into an e-mail.
 - c. If you don't know how to spell something, don't guess. Look it up.
4. Avoid use of any web-abbreviations.
 - a. LOL (laugh out loud)
 - b. TTYL (talk to you later)
 - c. Cya (see you)
 - d. UR (you are)
5. Do not write in all capital letters and keeps fonts simple.
6. Avoid emoticons in professional e-mails.
 - a. :-)
 - b. :-p

- c. ;-8
7. Double check everything.
 - a. Double check spelling and grammar. You need to read your e-mail after you write it because spell-check and grammar-check won't catch everything.
 - b. Double check the e-mail address of the person you are sending mail to.
 - c. Double check that you've attached everything you wanted to.
 8. Use a professional letter format.
 - a. Professional greeting
 - b. Body of the e-mail
 - c. Signature
 9. Use a clear subject line.
 - a. A clear subject communicates the overall intent of the email.
 - b. A bad or unclear subject line can cause people to believe the e-mail is spam.