Writing a Professional Email

In professional settings, such as this mentoring program, your first communication with someone is often via email. Thus, people form their first impression of you from your email. Put your best foot forward by writing a professional and kind email.

<u>What is included in a professional email?</u>

1.   Professional, descriptive subject line

- SUBJECT: UNIV 101 Yadéeh Sawyer Missing 3/8 Class
- SUBJECT: UNM STEM Mentoring Program - Schedule first meeting

2.   Professional greeting including the person's name and prefix

- Dear Professor Sawyer, | Dear Dr. Sawyer, | Dear Captain Sawyer,

** I've never met a person who is mad at being called Dr. or Professor when they don't have these titles. But, people with these titles get upset when you do not include them.

** Call the person by their title until they sign their email differently or tell you to call them something else.

3.   Who you are/ how you know them

- I am in your UNIV 101 course that meets on Mondays and Wednesdays.
- I am your assigned mentee for the UNM STEM Mentoring Program.

** Eventually, you will build a relationship and may not need this type of line in an email.

4.   Why you are writing

- I will not be in class today, March 8, 2018.
- I would like to schedule our first meeting for the mentoring program.

5.   Next steps

- I will review today's slides and complete the make-up assignment before next class.
- I am available to meet on Monday, March 19th after 2 PM, Thursday, the 22nd all day, and Friday, the 23rd after 5 PM. What time works best for you? Would you like to meet on campus or off campus?

6.   Thank you or other expression of gratitude.

- Thank you for understanding.
- Thank you for your time.
- Thank you in advance for working with me through this mentoring program.

7.   Sign off and your name

Best regards,	Sincerely,	Thank you,
Yadéeh Sawyer	Yadéeh Sawyer	Yadéeh Sawyer

8.   Email signature

Full Name, Any credentials Degree and expected graduation year Any leadership positions School Name Email address	Yadéeh E. Sawyer Bachelor of Science in Biology, Expected 2019 Secretary, Advancing Women in Science The University of New Mexico yadeeh@unm.edu

** You can set up LoboMail to automatically add an email signature to each email you write by clicking the gear icon 🔅 and searching for "signature".

** Keep font and font size the same as the text in an email (no fancy fonts or colors). But, a bold name is acceptable.

Automatic replies:
When you will be away from your email for more than two business days, set up your email account to automatically reply to emails you receive. This automatic reply lets people know when you will return to your email. Automatic replies are good for situations like spring break, summer, holidays, family emergencies, etc.

Set up LoboMail to automatically send a reply to each email you receive during specific dates/times by clicking the gear icon 🔅 and searching for "automatic".

Your reply can be short.

I am away from my email through January 15, 2018 and will respond to your message when I return.

In work situations, automatic replies also suggest who to contact while you are away.

If you need immediate assistance, contact the STEM Collaborative Center at 505 277 0878.