

Email Correspondence

Any correspondence with an employer must be professional—even email.
Here are some tips to help you make a good impression.

To: employer@office.com
cc:
Subject: UCI Junior Seeking Internship
Attachments: bethsherman.resume.doc

Dear Ms. Jackson,

I am currently a student working towards a Bachelor's degree in Social Sciences at the University of California, Irvine. I am applying for an internship position to work with the Children's Wish Foundation.

I currently volunteer in an after school program at a local elementary school in Santa Ana and have worked with middle school students in the past. As a volunteer camp counselor for the middle school retreat that my church holds every summer, I have had experience in planning and facilitating activities as well as working with children in both individual and group settings. I believe that as an intern for your organization, I will have the opportunity to gain the skills and knowledge needed in order to pursue a career working with children.

Attached is my resume which provides additional information about my undergraduate work and job experience. I look forward to meeting with you to further discuss my background and qualifications. Feel free to contact me at 949-824-8800 or bethsherman@gmail.com.

Thank you for your time and consideration.

Sincerely,
Beth Sherman

Use the subject line to your advantage. You need to make sure the employer knows why you are emailing so they want to open it.

Do not leave the body of the email blank. You may use this area as a cover letter.

You might think that your email address babygurl@hotmail.com is cute, but an employer will not. Email accounts are free so set up a professional address if needed.

"You" is a word,
"U" is not.

Employers do not want to know if you are ☺ or LOL. Keep the emoticons and text language out of professional communication.

Even a casual email with an employer needs to be professional.

An email might not be on paper, but you still need to use proper grammar, punctuation, and capitalization.

To: employer@office.com
cc:
Subject: Sherman Interview Confirmation
Attachments:

Dear Ms. Jones,

I want to thank you for the opportunity to interview with you next Wednesday. I am excited to talk with you about your company and how my skills match your position.

I look forward to meeting you at your office on Wednesday, May 21st at 3:00 pm.

Sincerely,
Beth Sherman

Thank You Letters

Within 24 hours of your interview, you will want to send a thank you letter. It is acceptable and sometimes even preferred to use email, since it is the quickest way to correspond following an interview. Sometimes you may also send a printed thank you depending on the industry. If you interviewed with multiple interviewers, send a unique letter to each person (or copy the group on your email). You may also choose to send a hard copy business letter or handwritten note (just be sure your handwriting is legible).

Thank You Letter Format

Dear Mr./Ms. Last Name:

Thank the interviewer for devoting the time to discuss the available job. *(1-2 sentences)*

State your reasons for considering the job, why you feel you are qualified, and how the employer will benefit from hiring you. Include something unique from your interview that you found interesting to refresh the interviewer's memory of you and your conversation. *(3-5 sentences)*

Again, express your interest and that you enjoyed the opportunity to meet. *(1-2 sentences)*

Sincerely,

Your Full Name