

SIX TIPS FOR AN EFFECTIVE EMAIL

1. Start your email by addressing the person you are writing. **For example:**

To Ms. Fabiano, **OR**

Dear Mr. Jones, **OR**

To Whom It May Concern, (when you don't know someone's name)

2. Be sure to 'sign' your name so the reader knows who the email is from. They may not know just from your email address. For example:

Sincerely,

Miguel **OR**

Thank you for your time,

Paul



www.playcaptains.com

3. DESCRIPTIVE SUBJECT LINE

This is the line between the email address and the actual email. Say why you are emailing. **For example:** Seeking more information about the Play Captains **OR**

I have a question about the Play Captain application **OR**

Can't find the address for today's meeting

4. CONCISE

This is another way of saying, be brief.

Keep your email short. And if you need

the person reading the email to do

something specific and by a certain time,

be sure to say so.

5. GRAMMATICALLY CORRECT

An email is like a first impression (and the saying goes you only have one time to make a first impression!), so make sure it is a positive reflection of YOU. Check the spelling and check your grammar so your email is error free.

6. BE PLEASANT & PROFESSIONAL

It helps if you can keep your tone pleasant and professional. It's always better to start off more formally than casually; this means for example greeting people with a Mr. or Ms. Using ALL CAPS suggests urgency and or yelling, so try not to use that!