

# College Email Etiquette

As a college student, it's incredibly important to know how to send professional emails.

## A Professional Salutation



**Always** start your email with a greeting such as “Hello,” “Good morning,” or “Dear” and the name and/or title of who you are emailing. If you are unsure of your professor’s title (Mrs., Mr., Ms., etc...) use “Professor” and their last name.

If you are emailing an office and aren’t sure of someone’s name, you can use the general “To whom it may concern”.



## Introduce Yourself!

Make sure you have mentioned your first and last name, as well as **identifying information** for your class (BIO-120-5493, Chemistry 120 on Monday/Wednesday, etc.)

## Structuring a Professional Email

- Describe the problem you’re having.
- Explain how you’ve tried to solve that problem.
- Specifically state how you want the professor to help you, and mention that you are willing to do what you can to fix it.

Avoid using abbreviations and text slang that may be unprofessional.

## Sign Off, Respectfully

Before you send your email, always re-read it to check for spelling and grammar errors. Reading it out loud can help, too.

Use a closing phrase such as “Best regards,” “Sincerely,” or “Thank you,” and use your first and last name. For school emails, always include your student ID number.

**Dear Professor Smith,**

**My name is Jane Doe and I am in your Tuesday/Thursday English 120-1234 class. I am writing because I’m a little confused about our journal assignment due next week. Is there a time in the coming weeks that we could meet over Zoom or in your office hours to talk about it?**

**Thank you for your time and I look forward to hearing from you soon!**

**Best regards,  
Jane Doe (ID #1234567)**

