

Email Format, Tips, and Signatures

If you would like more assistance staying on track with your academic plan, you can visit the Advising Page [HERE!](#)

Email Template	Example
<p>Greeting,</p> <p>Introduction: a quick sentence to greet the person you are emailing</p> <p>Information: background information that explains why you are emailing</p> <p>Action Item: end with a question or action item you want from the person to ensure you get a response</p> <p>Sign off,</p> <p>Signature [see below for how to create a custom email signature]</p>	<p>Good morning Professor,</p> <p>I hope you are doing well.</p> <p>I am reaching out because I had a question regarding the Critical Analysis writing assignment.</p> <p>Do all of my sources need to be from academic journals? Or can I also cite an academic lecture I found on YouTube? If you can let me know, that'd be great!</p> <p>Take care,</p> <p>Mateo Rodriguez</p>

<p>Sample Email:</p> <p>Good morning Professor,</p> <p>I hope you are doing well. I am reaching out because I had a question regarding the Critical Analysis writing assignment. Do all my sources need to be from academic journals? Or can I also cite an academic lecture I found on YouTube? If you can let me know, that'd be great!</p> <p>Take care,</p> <p>Mateo Rodriguez</p>

Sample Greetings	Sample Sign Offs
<p>For an individual:</p> <ul style="list-style-type: none"> ● Good morning/afternoon/evening, ● Hello [name], <p>For a group:</p> <ul style="list-style-type: none"> ● Hi everyone, ● Good morning/afternoon/evening folks, 	<ul style="list-style-type: none"> ● Thank you, ● Take care, ● Best, ● Sincerely, ● I appreciate your help, ● Thanks in advance, ● Cheers,

Student Email Signatures

An email signature is an easy way to make sure all your emails are sent with a professional sign off. The following template outlines what a very basic email signature can look like. Please note, there is not a uniform method for creating a signature! You can be creative in how you format your signature, as long as it is legible, appears professional, and has relevant information.

Student Signature Template	Example
<ul style="list-style-type: none">● Name [and pronouns, if desired]● Degree/Certificate Program● School Name● Contact Information	Mateo Rodriguez (he/him) Candidate for AS in Accounting Quinebaug Valley Community College m.rodriguez@qvcc.commnet.edu

Professional Email Signatures

Email signatures you use at a job are very similar to student signatures, but will include information about your job title and company instead! Below is a basic example.

Professional Signature Template	Example
<ul style="list-style-type: none">● Name [and pronouns, if desired]● Job Title● Department● Company Name● Contact Information	Mateo Rodriguez (he/him) Software Engineer Consumer Experience & Development Microsoft Corporation m.rodriguez@microsoft.com

Additional Tips for Email

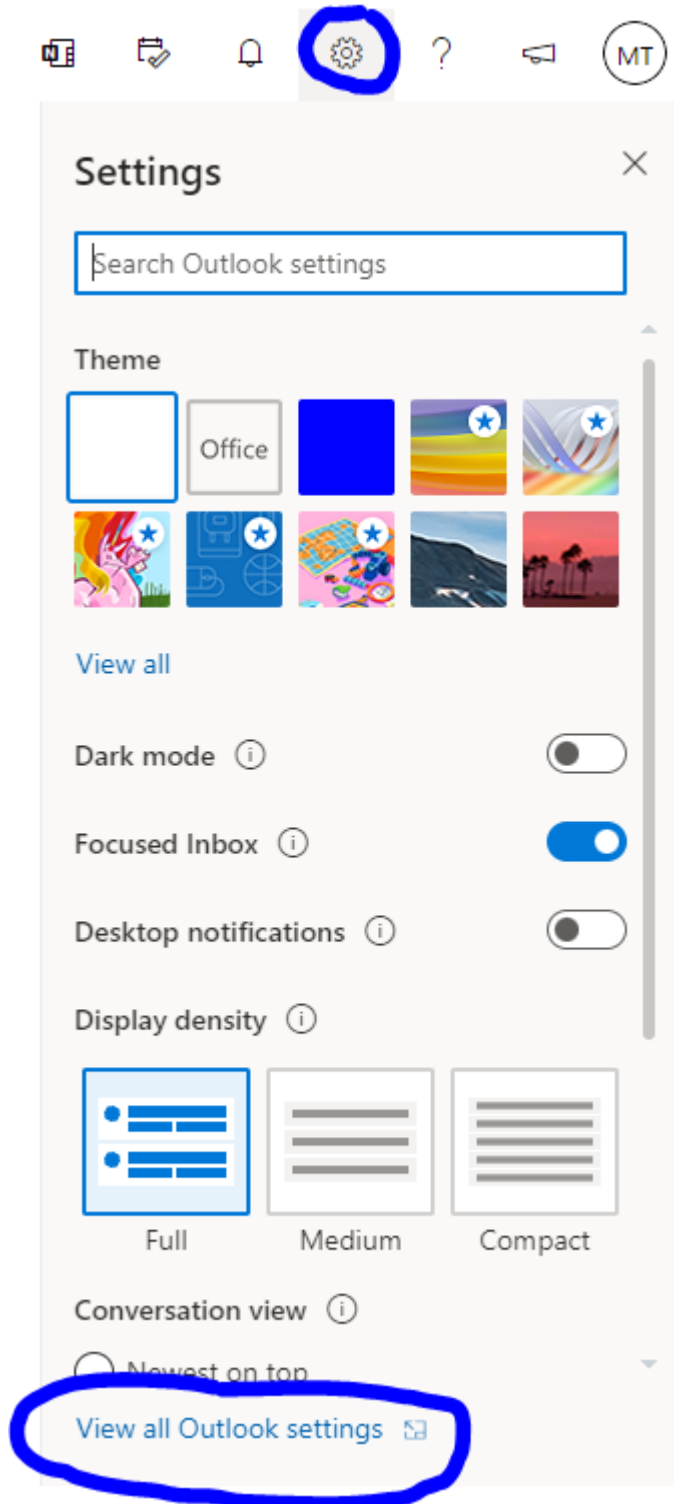
From [Email Etiquette](#)

- Use a clear, concise, and direct subject line
 - The title, "Bio 332" is much better than "homework help" or "what did I miss?"
 - "Application for employment" is more likely to be opened than "hire me."
- Keep the email short and sweet
 - Include just the most relevant and important information
- Proofread, and proofread again!
 - Most of us proofread an essay before handing it in; it's the same concept with an email. Don't rely on spell-check alone; we all know they miss certain grammatical errors. Give it a thorough re-read before hitting send!
- End your email on a good note

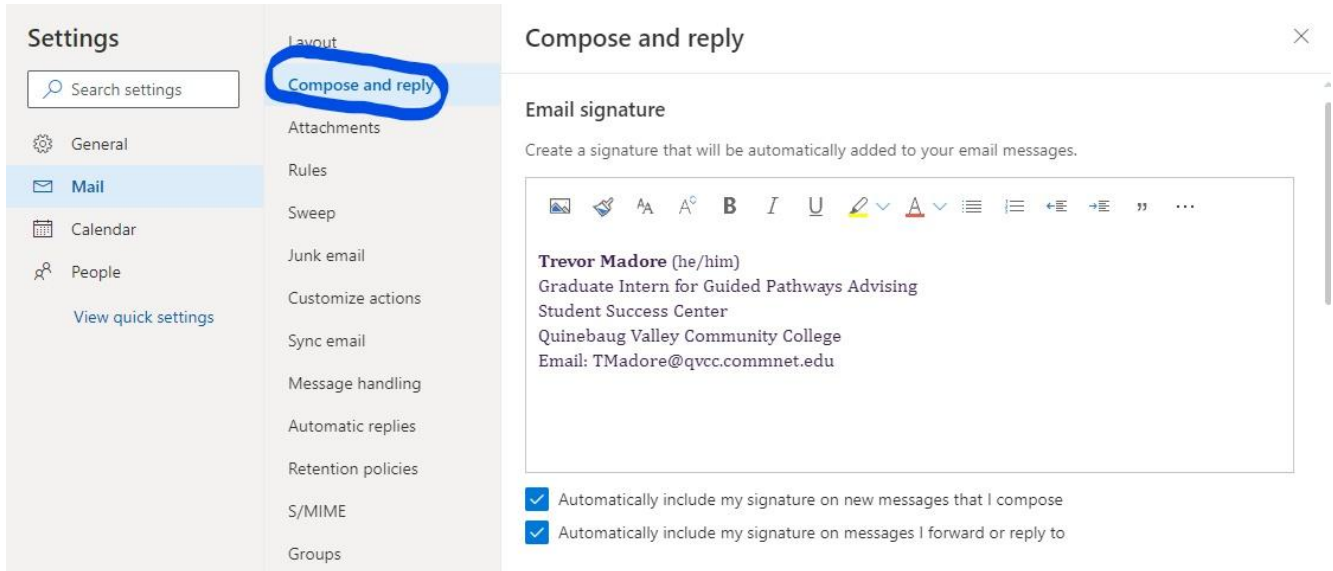
How to Create an Email Signature on Outlook

Step 1: Log into Outlook

Step 2: Click on Setting, then "View all Outlook Settings"



Step 3: Click on "Compose and Reply"



Step 4: Create your Email Signature in the "Email Signature" box!

Step 5: Select, "Automatically include my signature on new messages that I compose" and, "Automatically include my signature on messages I forward or reply to"

Step 6: Click "Save"

- Automatically include my signature on new messages that I compose
- Automatically include my signature on messages I forward or reply to

Message format

Choose whether to display the From and Bcc lines when you're composing a message.

- Always show Bcc
- Always show From

Compose messages in format

