**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](#)!

<table>
<thead>
<tr>
<th>Email Template</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greeting,</td>
<td>Good morning Professor,</td>
</tr>
<tr>
<td><strong>Introduction:</strong> a quick sentence to greet the person you are emailing</td>
<td>I hope you are doing well.</td>
</tr>
<tr>
<td><strong>Information:</strong> background information that explains why you are emailing</td>
<td>I am reaching out because I had a question regarding the Critical Analysis writing assignment.</td>
</tr>
<tr>
<td><strong>Action Item:</strong> end with a question or action item you want from the person to ensure you get a response</td>
<td>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!</td>
</tr>
<tr>
<td>Sign off,</td>
<td>Take care,</td>
</tr>
<tr>
<td>Signature [see below for how to create a custom email signature]</td>
<td>Mateo Rodriguez</td>
</tr>
</tbody>
</table>

**Sample Email:**

Good morning Professor,

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!

Take care,

Mateo Rodriguez

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**Sample Greetings**

For an individual:
- Good morning/afternoon/evening,
- Hello [name],

For a group:
- Hi everyone,
- Good morning/afternoon/evening folks,

**Sample Sign Offs**

- 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.

<table>
<thead>
<tr>
<th>Student Signature Template</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Name [and pronouns, if desired]</td>
<td>Mateo Rodriguez (he/him)</td>
</tr>
<tr>
<td>● Degree/Certificate Program</td>
<td>Candidate for AS in Accounting</td>
</tr>
<tr>
<td>● School Name</td>
<td>Quinebaug Valley Community College</td>
</tr>
<tr>
<td>● Contact Information</td>
<td><a href="mailto:m.rodriguez@qvcc.commnet.edu">m.rodriguez@qvcc.commnet.edu</a></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Professional Signature Template</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Name [and pronouns, if desired]</td>
<td>Mateo Rodriguez (he/him)</td>
</tr>
<tr>
<td>● Job Title</td>
<td>Software Engineer</td>
</tr>
<tr>
<td>● Department</td>
<td>Consumer Experience &amp; Development</td>
</tr>
<tr>
<td>● Company Name</td>
<td>Microsoft Corporation</td>
</tr>
<tr>
<td>● Contact Information</td>
<td><a href="mailto:m.rodriguez@microsoft.com">m.rodriguez@microsoft.com</a></td>
</tr>
</tbody>
</table>

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"

![Settings Menu]

Step 4: Create your Email Signature in the “Email Signature” box!

![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”

![Selection Options]

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 [HTML] format

Save Discard