How to Write a Professional Email

Although there are no hard and fast rules about what an email message should look like, it is generally accepted that an email sent for work or school-related business should resemble a business letter.

Your message should include:

- A helpful subject line
- A greeting (Dear Santa, Hello!, Good Morning, etc.),
- A body of one to several paragraphs,
- A closing (Thank you for your time, Yours, Sincerely, Have a nice day!, etc.)
- Your name

Other pointers to remember:

1) Don’t use texting shortcuts, such as “u” for you.
2) Always follow grammar and capitalization rules.
3) Be careful about the tone of your message (if it is too blunt or written in all caps, the reader may think you are annoyed!).
4) If you are writing to your BSU instructor, identify which class you are in.
5) Proofread before you send.

A Few NO-NOs

- When writing to your principal or cooperating teacher, address them by their title and last name, unless they have given you permission to address them more casually:

  😊 Hey, Drew!

  😊 Good Morning, Mr. Hildenbrand!

- Never, ever ask your college instructor this question if you were absent from a class:

  😊 Did I miss anything?

  😊 I am sorry I will have to miss your class today. I will ask my classmates what we covered, and I will check in with you before our next class to see if I can make up any activities or points I missed.
Examples of Well-Written Emails

Subject Line: BSU Teacher Candidate Field Experience

Hello, Mr. Erickson,

My name is Ellen Johnson, and I am teacher candidate at Bemidji State University. I have been assigned to complete my field experience for ED 3100 this semester in your classroom. I am very excited about this opportunity, and I am looking forward to learning from you and your students. Once my background check is complete, I will be able to start integrating into your classroom on Wednesdays. I have attached the fact sheet which outlines the tasks and assignments I will need to complete while doing my field experience.

I look forward to hearing from you!
Ellen Johnson
218-553-4487

Subject Line: ED 3100 Assignment Questions

Good Morning, Dr. Spangler:

I am a student in your ED 3100 Monday evening section. I have a few questions about our assignment that is due next week, and I am hoping we can meet and discuss my questions. I will stop by during your office hour tomorrow if you are available. If you are already booked, please let me know a few times that work well for you this week.

Thanks so much!
Joel Brown