

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