

Writing A Professional Email

During your time at Oakland University you will need to be in contact with professional academic advisers, professors, and even professionals that work in your chosen career to advance yourself. This document was created to serve as a guide when sending professional emails to important professionals on and off campus via email. You will find a list of key components and some sample emails below.

Key Components of a Professional Email

1. Subject
 - a. You should always include a subject when sending an email. The subject should be relevant to the question or information you need.
2. Greeting
 - a. It is important to open your email with a greeting. Here are some examples:
 - i. "Dear John"
 - ii. "Hi Mrs. Smith"
 - iii. "Hello Dr. Smith"
 - iv. "To Whom It May Concern"- if you are contacting a company, not an individual
3. State Your Purpose
 - a. It is important that you make your purpose or question clear and always give the reader all the information they will need to help answer your question. You can state the purpose statement with:
 - i. "I am writing in reference to"
 - ii. "I am looking for help with"
 - iii. "Do you have any information regarding"
 - iv. "I am writing to enquire about"
4. Closing Remarks
 - a. You should always give the reader some recognition, appreciation, or thanks for the work they will do to answer your question, refer you to the right person, or information they will give you. Here are some examples:
 - i. "Thank you for your help"
 - ii. "I look forward to hearing from you"
 - iii. "Thank you for your time"
5. Closing with your Name
 - a. This is the last step always end with one of the following:
 - i. "Best Regards, insert your name"
 - ii. "Sincerely, insert your name"
 - iii. "Thank you, insert your name"

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Here is a sample of an informational interview request email:

Subject: Informational Interview Request

Dear Mr./Ms. Important,

I am a student at _____, beginning my first year. I am in the process of making some decisions about my major. I have an interest in _____ and your company has an outstanding reputation in that area.

I would appreciate the opportunity to meet with you briefly to discuss careers in _____. I am especially interested in your insights about the future of this area. Any information you have would be very helpful for me in my career exploration.

Would you be willing to meet with me? If so is there a time that would be most convenient for you or a way that you would like me to go about setting up this meeting?

Sincerely,

(Insert Name Here)

Here is a sample email meant for an academic adviser:

Subject: Dropping Courses - MTH 062

Dear Mrs. Smith,

I hope your week is going well! I am thinking about dropping my MTH 062 from (semester). I am writing to ask you about the policies regarding dropping a course. What is the last day I can drop a course by? Is there anyone I should speak to before dropping a course? How will dropping a course impact me?

Thank you so much for your time and I look forward to hearing from you.

Best Regards,

Susie Student