

How to Properly Use Email to Get a Job Interview

From: giggles16@westga.edu
To: mslavin@westga.edu
Subject: Job

Denise
here's my resume
ttyl

Attached: resume.doc

From: sexyback@westga.edu
To: mslavin@westga.edu
Subject: [no subject]

Attached: schedule.doc

From: hsmith@westga.edu
To: mslavin@westga.edu
Subject: sa position

Mrs. Slavinkey,
i'd like to apply for your job. here's my
reusme:

gpa: 2.67

work: birds unlimited
David Finch
XXXXXX
2007-2008
Reason for leaving:mvd back home

From: democratsunite@westga.edu
To: mslavin@westga.edu
Subject: SA job #40

Dear Dr./Professor/Ms. Denise,

I want to apply for the job because I
think it would be a great experience for
me.

Sarah

Attached: resume.doc

From: dwetzel@westga.edu
To: mslavin@westga.edu
Subject: Student Assistant Position in the Writing Center

Dear Ms. Slavinski,

My name is Daniel Wetzel and I would like to apply for the Student Assistant position in the Writing Center. I am punctual, organized, and have worked in a clerical position before. I have attached my cover letter, resume, and class schedule per your instructions in the job posting. Thank you for your time.

Sincerely,
Daniel Wetzel
dwetzel@westga.edu, 678-XXX-XXXX

Attached: DanielWetzelResume.doc; DanielWetzelCoverLetter.doc;
DanielWetzelSchedule.doc

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Use Salutations:

Always make sure to address the person you are emailing.

For Women:

Always use “Ms.”. “Miss” implies she is unmarried and “Mrs.” that she is married. You will almost never know this information and it is best to not assume.

If you are communicating with a professor use “Professor,” or “Dr.” if they have a PhD. “Ms.” may be acceptable, but most prefer a professional title.

For Men:

Always use “Mr.” when addressing a man, or “Professor” or “Dr.” if that applies.

If you cannot figure the person’s gender, simply omit the salutation and just say “Dear Jane Smith.”

Always use a greeting such as “Dear” or “Hello.” Never use informal language like “Hey,” or “Wassup,” and never omit the greeting.

Always include a comma or a colon at the end of your first line: Dear Ms. Slavinski, or Dear Ms. Slavinski:

Spell their name correctly!

The Subject Line:

When applying for a job, the subject line should mention the job application. If the job has a number, write that, such as “SA Job #65.” If there is no job number, be descriptive, such as “Application and Resume for Student Assistant Position in the Writing Center.”

Remember, you are not the only person emailing the employer, so you need to stand out so they do not automatically delete your email. They may also have several different job openings, and you need to clarify which one you are applying for.

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The Body of the Email:

- ✓ You must write a message to the employer, even if it is just simply, “My name is Jane Smith and I would like to apply for the Student Assistant position in the Writing Center. I have attached my resume and cover letter. Thank you for your time.”
- ✓ Again, specify which job you are applying for. Do this every time—their email may not automatically update conversations.
- ✓ Stay on topic. Do not tell your life’s story, or ramble about any subject other than the fact that you are a good candidate for their job and you want them to consider you.
- ✓ Write in complete sentences, which means you must have a subject (the doer of an action) and a verb (the action itself).
- ✓ Do not use IM/Twitter/texting language. Your employer may not understand it, and you need to prove to them that you can communicate in the business environment.
- ✓ Avoid Emoticons. ☺
- ✓ Capitalization. Capitalize the beginning of each sentence, proper nouns, names, and “I”.
- ✓ Spell check your email. Typos will almost guarantee that the employer will not interview you. If necessary, write the email in Word and then copy and paste into your email. If you do this, make sure the text is clean. Particularly check apostrophes, which sometimes turn into carrots, and spacing.
- ✓ Spell names correctly (including your own!) and then double check to make sure.
- ✓ Do not capitalize all words (LIKE THIS). It looks like you are yelling.
- ✓ Unless you ask a question, periods should be your only terminal punctuation. Exclamations points make you look over-excited. Also, never use more than one punctuation (!!, !!!!! or ??, !?!?, etc.)

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Use a Close:

“Sincerely,” is the best way to end an email. You can also use a variation of “Thank you,” such as “Thank you for your time.” Always include a comma after the close and before your name.

Sign Your Name

You cannot guarantee that your name will appear in the address section of the email. Even if you tell the recipient your name in the body of the email, it is good manners to end the email with your name.

Include contact information (email and phone number) at the end of the email. You want to make it as easy as possible for the employer to contact you.

Files and Attachments:

Your resume and cover letter:

Title your resume and cover letter with your name and a description: “Jane Smith resume.doc” and “Jane Smith cover letter.doc”. You do not want to make the employer re-title your files for you—that is extra work.

Write a cover letter for every job. Sometimes, just sending one will get you an interview, especially if no one else includes a cover letter. Include your name and the job, and offer 3 brief qualification/strengths you have that will contribute to the job.

If they send you a file, you must rename it with your name when you send it back. For example, they send you a file called “questionnaire.doc”. When you send it back, re-title it as “your name questionnaire.doc”. Thus, when they download your file, they can tell who it belongs to at a glance. You do not want to make them re-title the file themselves—it can be frustrating if there is no message in the email so they must go back through old emails to find out who you are.

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Extra

Maintain professionalism in tone and words—assume if they ask what your favorite class is that it is a serious question and they will carefully weigh your answer.

If filling out a questionnaire, be thorough, look like you spent time and that you care. Employers believe that if you spend time and care when applying, you will act the same way in the actual job.

Never assume the person will share your sense of humor, and always assume that they may be more easily offended.

Have a professional email address (like dslavins@yahoo.com)—not Sexyback16@yahoo.com.

Have a professional voicemail on your phone in case the employer tries to call you. People have lost interviews because the employer disliked their voicemail.

A follow-up phone call to make sure they have received your materials is nice and puts you in the employer's mind. However, do not call and ask when the interview is. You will not get one.

Send exactly what they ask for, and nothing more. More material does not make you look better.

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Cover Letter Example

Address Line 1
Address Line 2
August 14, 2009

Dear Ms. Slavinski:

Your advertisement appearing at the career service department indicated that you have a Clerical position open. I am a hard working individual with great communication and computer skills who can provide outstanding customer service. With my experiences, I believe I am appropriate for the opening. Here are a few qualifications I have to offer:

- Three years of training in business administration, including courses in managerial communication, computer information, and management
- Experience in providing great customer service
- Ability to learn and grasp new information efficiently

I look forward to the opportunity to discuss my qualifications and any additional information enclosed in my resume. I can be reached on my cell phone (XXX) XXX-XXXX.

Sincerely,
Your Name