

EMAIL COMMUNICATIONS CHECKLIST

Follow the checklist to help you write professional emails in university!

The subject line identifies the reason for the email communication and what it pertains to (can include the course number and course assignment title).

Opening salutations are included at the beginning of the email (Dear ____, Hello ____, etc.).

The recipient is addressed in their preferred title or name.

The main text of the email starts by providing the recipient with context about how they might know you.

The email explains the reason for the communication.

The email explains to the recipient what kind of support you need specifically from them.

The email thanks the recipient for their time, consideration, etc.

The email ends with your electronic signature that includes your name and student number (Note: You may include any additional information about yourself that is important for others to identify you, such as preferred pronouns, department, and faculty).

TIP

Don't be afraid to follow up if you don't hear back from recipients in 2 business days! Faculty and staff can get hundreds of emails in one day and your email may get buried in their inbox!