How to Write a Great Email

Greeting: Remember to address who you are writing to appropriately and professionally! If you are writing to a professor, writing "Dear Professor X" or "Dear Dr. X" is usually appropriate. If you are writing to an administrator, addressing them as Mr. Ms. or Mx. is appropriate.

Intro: Briefly introduce yourself and insert a polite but not-too-wordy greeting that is appropriate to the content of the letter. "I hope you are having a good morning/week/weekend/evening is usually appropriate" or "I hope your semester is going well" is usually acceptable. Unless your email is in response to a particular event or tragedy, in which case you might write something like "I hope you are staying safe/taking time to grieve/finding some peace in these difficult times" keep the intro short and sweet. You want to get to the point as soon as possible, most administrators and professors are busy and don't have time to read emails all day.

Body: "I am writing to inquire" "I was wondering if you could assist me with" "I have some concerns regarding" are all great ways to start the body of your email. Again, try to be as concise and specific as possible with whatever you are requesting help with. Explain exactly what information you need and/or are offering; if you are requesting to take days off of work/a field placement, or for an extension on a paper, try to stick to a one-sentence explanation of why you need that extra time or space. Long-winded explanations can seem unbelievable and aren't necessary to get your point across.

Ending: End your email by thanking your correspondent for their time and energy. "Best" "Have a Good Day" or "Regards" all work as polite ways to sign off on an email. Use your full name when signing an email to a professor, manager, administrator, etc.

SPELLCHECK: If you are writing an important email and know that you might have a tendency to make a lot of spelling/grammar errors, copy and paste your email into a word document and use spell-check. Always read over your email before your hit 'send'. Spelling and grammar mistakes are one of the quickest ways to lose respect and credibility from professionals you want to impress!
Also--always use Times New Roman, Ariel font when communicating with professionals. Comic sans is n