

## Professional Correspondences

E-mails and letters sent to anyone within a professional context (ex. alumni, employers, professional contacts, etc.) should be written in a formal manner to show respect and awareness of etiquette, and to support your professional image and credibility. Here are some general tips when corresponding with other professionals, as well as examples of what you might write in different circumstances.

### General Tips:

- Be brief, concise, and polite
- Use professional language, appropriate punctuation and formatting, and proper greetings and salutations
- Until directed to do otherwise, address people as Ms./Mr./Dr./Professor
- Do not use slang or emojis
- For e-mails, use attention-getting subject lines (ex. Greetings from a Fellow Ithacan)
- It's also helpful to add pertinent professional information to your e-mail signature (ex. Name, Major, Class Year, LinkedIn URL)
- If you're attaching any documents, save them as PDFs first
- Before you reach out to someone to start networking, be sure your resume is prepared in case they respond with a request for you to send it to them
- Try to respond to e-mail correspondences within 24 hours

### SAMPLE NETWORKING E-MAIL: FIRST INTRODUCTION

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*Ms. Rodriguez,*

*My name is John Doe and I am a current Communication Management and Design student in Ithaca College's Park School of Communications. I found your information on the Alumni Directory and noticed that you also attended IC as a CMD major and currently work in marketing. I would love to talk to you about your career path, how you got into the industry, and any tips you might have for someone looking to break into the field. Would you mind if we scheduled a brief (~20 minutes) informational interview, for which I can call you at a mutually convenient time? Thanks for your time and consideration.*

*Sincerely,*

*John Doe '17*  
607-555-5555  
[www.linkedin.com/johndoe](http://www.linkedin.com/johndoe)

### SAMPLE NETWORKING FOLLOW UP E-MAIL OR NOTE (Send with 1-2 days if possible)

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*Professor Olson,*

*Thank you so much for taking the time to meet with me earlier this week. Your advice about breaking into the healthcare field with my particular background was invaluable. I'm going to do what you suggested and contact the alumni we found on the Alumni Directory. Also, I attached that article on cultural influences on medical practice that I mentioned.*

*Thank you again and I will let you know how things progress!*

*Sincerely,*

*Quianna Townsend '16*  
Culture and Communication, Ithaca College  
Leadership Scholar | President of Active Minds

## **SAMPLE JOB/INTERNSHIP APPLICATION E-MAIL (separate cover letter is attached)**

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Mr. Gupta,

*Please find attached my formal application materials for the XYZ job at LMNOP Company. I'm excited about the opportunity to join your team of XYZers and welcome the chance to further discuss my candidacy and fit for this position with you. Please let me know if I can provide any more information and I look forward to hearing from you.*

Best,

Jane Doe

[www.linkedin.com/janedoe](http://www.linkedin.com/janedoe)

## **SAMPLE JOB/INTERNSHIP APPLICATION FOLLOW UP E-MAIL (depending on size/type of company, give them 2+ weeks after you apply)**

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Dr. Soandso,

*I'm writing to check on the status of my internship application that I submitted on March 20. I'm still very interested in this opportunity and believe I would be an asset to the research team. Please let me know if there is any more information I can provide and I look forward to hearing from you.*

Sincerely,

Adrienne Smith '18

Environmental Science, Ithaca College

Vice President, Environmental Science Club

## **SAMPLE INTERVIEW FOLLOW UP E-MAIL OR NOTE\* (\*many employers prefer a hand-written note) (Send within 24-36 hours of the interview)**

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Ms. Jones,

*It was pleasure talking with you today about the XYZ position at LMNOP Company. I am excited about the chance to work with such a passionate team and appreciate the professional development incentives we discussed. I believe my experience with GHI Company, work ethic, and drive to make a difference, genuinely make me a great fit for both LMNOP Company and this role. Please let me know if I can provide you with any further information or if you have any more questions, and I look forward to hearing from you.*

Best,

Sally Nguyen

[www.linkedin.com/sallynguyen](http://www.linkedin.com/sallynguyen)