

How to Format an Email

Job search email etiquette including what to write in your job search emails, how to format your email, how to make sure your email message is read, and sample job search email messages.

Subject Line

- Don't forget to include a Subject Line in your email.
- The subject should give an indication on what is inside of the email
- If you forget to include one, your message probably isn't even going to get opened.

Salutation

- If you have a contact person, address your email to Dear Mr./Ms. LastName. If you don't, address your email to Dear Hiring Manager. Another option is to not include a salutation and to simply start with the first paragraph of your message.

Body of the Message

- When you're applying for a job via email, copy and paste your cover letter into the email message or write your cover letter in the body of an email message. If the job posting asks you to send your resume as an attachment, send your resume as a PDF or a Word document.
- When you're inquiring about available positions or networking, be clear about why you are writing and the purpose of your email message.

Format Your Email Message

- Your email message should be formatted like a typical business letter - with spaces between paragraphs and with no typos or grammatical errors.
- Proofread it, just like you would any other correspondence.
- Review the email message template below and sample email messages to see what your message should look like.

Include an Email Signature

- It's important to create an email signature and to include your signature with every message you send. Include your full name, your email address, and your phone number in your email signature, so the hiring manager can see, at a glance, how to contact you.

Email Message Template

- The following email message template lists the information you need to include in the email messages you send when job searching. Use the template as a guideline to create customized email messages to send to employers and connections.

TEMPLATE

Subject Line of Email Message:

Store Manager Position - Your Name

Salutation:

Dear Mr./Ms. Last Name or Dear Hiring Manager,

First Paragraph:

The first paragraph of your letter should include information on why you are writing.

Middle Paragraph:

The next section of your email message should describe what you have to offer the employer or, if you're writing to ask for help, what type of assistance you are seeking.

Final Paragraph:

Conclude your cover letter by thanking the employer for considering you for the position or your connection for helping with your job search.

Email Signature

FirstName LastName

Email Address

Phone

LinkedIn Profile (Optional)