

How to Email

The Do's and Don'ts of
emailing professors



Example (poorly done by the way)

From: bigstud4263@gmail.com
Subject: hello

Dear John,

I had you in PL you were hard but I learned alot. And I woud have got an A if you gave students more time. Water under the bridge LOL.

I would like to work in ur lab. I would like to get \$15 an hour at least. I can only work Fridays from 9 to 10:30. Hope thats OK . Call me at 235-4536.

I have attach my resume'. ITS KILLER!!!!

BTW I know latin!!! Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam mollis vehicula libero, eget pellentesque augue fringilla non. Mauris at sem vehicula, rhoncus felis et, dignissim lectus. Ut diam libero, fringilla non pretium sed, vulputate vitae arcu. Donec ac tempor nulla. In hac habitasse platea dictumst. Nullam neque tellus, lobortis ut eros sed, auctor euismod felis. Integer libero elit, egestas ut nunc at, varius semper risus. Proin lacinia at erat sed ornare.

See?

KTHXBYE,

Wilburn

Email Address and Title

Bad

From: hotshot31@gmail.com

Title: hey

Good

From: jasharpe@crimson.ua.edu

Title: Schedule an Appointment

- Use a professional email address
- Include a descriptive, useful title

Professionalism

- Always use proper grammar, punctuation, and spelling
- Formal language. No slang or colloquial language (ie LOL, ya'll, emoticons, etc.)
- Use full sentences to express thoughts
- Greeting: “Dear Dr. _____” or “Professor _____”

Research Specific Content

- Ask to schedule an appointment with the professor
- Do not demand a wage
- Make yourself available to maximize research experience
- Investigate the faculty member's previous experience and demonstrate your interest in a specific area
- Meet them on their terms and give them a reason to give you a chance

General Email Guidelines

- Include area code when providing a phone number
- Keep emails brief and concise
- Never use “reply all” unless everyone needs to see the response
- Read email out loud before sending as a final check
- Check email often to ensure you read response in a timely manner