



Best Practices in Email Communication

Julia C. De Llanos, MBA
State Program Coordinator

Email communication is one of the most common and efficient methods in business to transmit important information between parties. Regrettably, individuals often make several errors when drafting and responding to email. Students and professionals can use the following tips below to avoid email etiquette pitfalls and ensure effective business communication.

1. Select a professional email address and include your full legal name during the account setup stage.
2. Submit timely and appropriate replies.
3. Draft a shortened subject line that is relevant to the content to be included in the email.
4. Open with a professional greeting and close the correspondence with a signature line.
5. Be respectful and mind the tone of your message.
6. Use complete sentences that are free of grammatical errors.
7. Bold, underline, and italicize appropriately.
8. Use exclamation marks and the all caps feature sparingly.
9. Keep email correspondences simple and brief.
10. Use numbered lists and bullet points to summarize.
11. Send carbon copies only to concerned parties with an interest in the subject addressed in the email.
12. Proofread your email before pressing the Send button.

An email correspondence is often the first introduction between the sender and receiver. Even in the digital space, remember first impressions count!

How confident are you in your networking abilities?

Earn to Learn FL's past and present scholarship recipients are strongly encouraged to register for the October 17th networking breakfast. Community leaders from various industry sectors will be in attendance. These professionals will have the opportunity to meet with scholarship recipients to discuss their careers of interest.

Where: Talis Park in Bonita Springs, FL

When: October 17th from 7:30am - 9:00am

Cost: \$0 for students

Prior to registering for the networking event, scholarship recipients must complete the 16 Personalities assessment online. This 12-minute questionnaire will allow Earn to Learn

FL to pair scholarship recipients with industry leaders that best match their personality type and future careers. To complete the brief questionnaire, visit www.16personalities.com. Once complete, a copy of the 4-letter personality type must be sent to julia@earntolearnfl.org.

Register for the October 17th Networking Breakfast by clicking the link below!

[Register Here](#)

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If you are a corporate sponsor or interested in advertising your job opportunities with us, please send an email to julia@earntoearnfl.org

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