Emails and Thank You's

EMAILS

Email is a powerful tool in the hands of a knowledgeable job-seeker. Use it wisely and you will shine. Use it improperly, however, and you'll brand yourself as immature and unprofessional. **A professional tone should always be maintained when communicating with prospective employers.** Dr. Sherry Reasbeck, a San Diego-based career counselor, warns that some email mistakes leave a bad impression. "It's irritating when the writer doesn't stay on topic or just rambles," says Reasbeck. "Try to succinctly get your point across-then end the email."

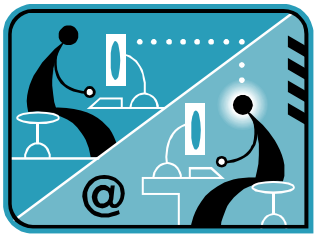
Do's & Don'ts

- Use a meaningful subject header for your email – one that is appropriate to the topic.
- Always be professional and businesslike in your correspondence. Address the recipient as Dr., Mr., Ms., or Mrs., and always verify the correct spelling of the recipient's name.
- Be brief in your communications. Don't overload the employer with lots of questions in your email.
- Ditch the emoticons. While a :), J/K, or LOL may go over well with friends and family, do not use such symbols in your email communications with business people.
- Do not use odd fonts, wallpapers or multicolored backgrounds.
- Sign your email with your full name.
- Avoid using slang.
- Be sure to proofread and spell-check your email before sending.

When you're dealing with employers, there is no such thing as an unimportant communication. **Your emails say far more about you than you might realize, and it is important to always present a polished, professional image** – even if you are just emailing your phone number and a time when you can be contacted. If you are sloppy and careless, a seemingly trivial communication will stick out like a sore thumb.

THANK YOU NOTES

If you've had an interview with a prospective employer, a thank you note is a good way to express your appreciation. The note should be sent within 24 hours after your interview and only needs to be a few sentences long, as in the following example:



Dear Ms. Jones:
I just wanted to send a quick note to thank you for yesterday's interview. The position we discussed is exactly what I've been looking for, and I feel that I will be able to make a positive contribution to your organization. I appreciate the opportunity to be considered for XYZ Corporation. Please don't hesitate to contact me if you need further information.

Sincerely,
John Doe

Remember, a thank you note is just that – a simple way to say thank you. In the business world, even these brief notes need to be handled with care.

Written by John Martalo, a freelance writer based in San Diego.