# **Professional E-mail Etiquette Guidelines for Students**

Your college instructors may be teaching over one-hundred students a semester and get a lot of e-mail. Following these guidelines will allow them to help you more quickly and will assist you in developing professional communication habits to carry through your college experience and into your career.

Use your college assigned Gmail account

**Example:** [ljohnson1234@student.elgin.edu](mailto:ljohnson1234@student.elgin.edu)

Create an informative subject line

**Example:** BUS 101 100 Assignment Question

Use a formal salutation as instructor wishes to be addressed

**Examples:** Dear Instructor or Professor (last name)

Dear Dr., Mr., Ms. or Mrs. (last name)

**NOTE:** If you are unsure, use “Dear Professor” (last name)

Write clear, correct, and concise short statements

**Example:** Purpose of your message

Details regarding question

(If applicable) Steps you have already taken regarding your issue

**IMPORTANT:** NO spelling, punctuation or grammar errors

Capitalize proper nouns and the first word of each sentences

Avoid emotional pleas such as “URGENT” or “Respond ASAP”

Conclude with a formal sign-off or complimentary closing

**Example:** Thank you or best regards

Provide an e-mail signature

**Example:** Your first **and** last name  
 Optional: Course/section information

E-mail address **and/or** phone number

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