

What to Include in Your Email Message

Subject Line: The subject line should concisely convey your purpose for writing. Your subject line can be as simple as “CV Staff Sign”.

Greeting: Even if you are writing a very short email, include a greeting, followed by the staff member’s name.

Body: Briefly explain your reason for writing and what information you will need to obtain. Make sure to ask for the following information:

- Image as an attachment and whether they want a custom color or the original image color
- Quote with author
- Department in which they work and room number
- Year they started at CV

Closing: Sign off with a brief "Thank you," and then your name on the line below.

Make sure to proofread for spelling, punctuation and capitalization before sending.