

Professional Email Protocols

“Professional email” protocols are different from other modes of communication. Below are a series of tips, and sentence stems that will help you communicate effectively with potential mentors or professionals in the field. Use these tips to create drafts for your communication - submit at least one draft email to this assignment. Indicate whether or not you would like feedback before you send it to a potential mentor.

If you completed your WBL over the summer, you must still complete this draft email.

- Include a subject for your email - something brief and clear
 - I.e. *Seeking Internship Opportunity with (Business Name), Looking for a Job Shadow Opportunity, Internship Opportunities for High School Student?*
- Begin with a formal salutation, but avoid “Dear”, “Hey” and “To”
 - I.e. Hello, Hi, Greetings, Persons Name
- Keep it brief and informative
 - One sentence introducing yourself, your age, your school.
 - One to two sentences expressing your interest in an internship opportunity, including **why** you are interested (personal interests and/or career goals after high school).
 - One sentence explaining why this person and/or business would be an ideal location for your Work Based Learning project based on your current interests and/or career goals.
 - You should do a little research on the person or company, so you can use this information to sound more informed about their business.
 - One sentence conclusion including preferred methods of communication (i.e. phone number, email address).
 - Sign your name at the end.