**Anatomy of an Email**

Choose an appropriate email account to send from, like your @haverford.edu address.

Choose a polite subject line that clearly indicates what you will discuss in the email.

Always start by erring on the side of formality. NEVER say “Hey.” Dear, or Good morning/afternoon/evening are safe bets.

Start with a polite pleasantries. Explain who are you (if you don’t know the person well) and why are you emailing.

If you have not talked about the subject before this email, talked only briefly, or talked long ago, provide information about yourself, your interests, and the opportunity you are interested in.

ALWAYS say “thank you.” HOWEVER, thank the recipient for his or her consideration of your request. Saying thank you after asking for something implies that you think that they will agree to it. Instead, be polite and deferential.

Make sure you have a professional tagline at the end of your email containing your name, academic information, and contact information. See our example on the back of this sheet.

End with a signoff, such as: Sincerely/Warm Regards Appreciatively/Best

Action request. Politely explain what it is you want (a meeting, an introduction, a letter of recommendation, etc), provide a realistic and considerate timeline, and indicate how you can be reached. You might also include instructions on how to fulfill your request, but use your judgment – this could seem presumptuous.
SAMPLE EMAILS

From: jxdoe@gmail.com
To: psmith19@haverford.edu

Subject: Request to meet

Dear Professor Smith,

My name is John Doe, and I am in your philosophy class and really enjoying it. I am writing you today because I had some trouble understanding the piece from Descartes from last week’s reading, and would like to discuss it further with you. Unfortunately, I have another class during your office hours.

If you would be so kind, I would like to arrange an alternate time to come in and speak with you, hopefully before our class next week, so that I don’t fall behind. I am available [XXX], however if none of those times work I may be able to make time elsewhere.

Thank you very much for your consideration; I’m looking forward to our next class!

Sincerely,
John Doe

From: jzdoe@gmail.com
To: psmith19@haverford.edu

Subject: Letter of Recommendation Request

Good morning, Professor Smith,

I hope you are well. My name is Jane Doe, and I was in your philosophy classes as a freshman and sophomore. I am now a senior at Haverford, and I am writing you today in connection with my law school applications to request a letter of recommendation.

As we may have discussed while I was in your classes, I have long been interested in the law. The lessons I learned in your ethics class, particularly, strongly informed my work in my sociology major, my interest in law school, and my desire to ultimately practice law defending victims of housing discrimination (the subject of my thesis, incidentally).

To that end, I would greatly appreciate a letter of recommendation from you if you believe I merit a strong endorsement. I would also be doubly gracious if you would be willing to write a letter specifically for UC-Berkeley and UCLA, as I am hoping to return to California to study and ultimately practice law. I am hoping to submit my applications roughly two months from now, and would need my reference letters to be submitted shortly thereafter. Letters are submitted via an online system, and I would provide you with a transcript, resume, graded papers from your class that I have saved, and anything else that might help you with the process. I would also be happy to meet with you to discuss my ambitions in more detail. I can be reached via email at this address or by phone at 555-555-5555.

Thank you for your consideration of this request, and thank you again for the role you played in shaping my education.

Warm regards,
Jane Doe

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Jane Doe
B.A. Candidate | Class of 2014
Sociology Major, Spanish Minor
Haverford College
jzdoe@haverford.edu