

Emailing Tips & Tricks

Email Etiquette

- The things we don't always teach you in school, but are just as important as reading comprehension and basic math skills (*how else will you figure out which pizza size is the BEST price?!*)
- MAKE. A. PROFESSIONAL. EMAIL.
 - *Don't have one? Do it right now.*
 - Do not rely on your school email. It goes away when you graduate.

YES 😊 Name: John Snow	NO ☹️
jsnow@yahoo.com	partyrockin69@gmail.com
jsnow47@gmail.com	soccerstud4lyf@icloud.com
john.snow@icloud.com	rapperxtreme@yahoo.com
jsnow2@yahoo.com	godsgurl7@gmail.com

Email Etiquette

- Professional email tips
 - Don't include your birthday (*can make it easy for hackers*)
 - Do not include your graduation year (that will date your email as you get older) (*can also make it easy for hackers*)
 - Do not use too many numbers (*can make it harder for both others and you to accurately type in online applications*)
 - Keep this email separate from online shopping accounts – *use a different email if you online shop to help keep spam to a minimum and your inbox clean*
- Create an email signature

Email Signature

Your FULL Name
Poinciana High School Class of 2023
Your email
Your cell phone number

John Snow
Poinciana High School Class of 2023
jsnow2@gmail.com
(407) 123-4567

Email Etiquette

- Use proper grammar
 - Capitalize proper nouns (your name, your street address, city, state, names of people you're addressing, etc)
 - Use complete sentences
 - Use proper punctuation
- Use proper email etiquette
 - Subject Line: What your email is about
 - Body:
 - Address the person by name
 - Explain your situation
 - Thank them for their time
 - Be sure your email includes your email signature

Email Etiquette

YES 😊

NO 😞

Subject Line: Transcript Confirmation

Body:

Hello Mrs. Jones,

My name is Danielle Malfara (*school ID or birthday goes here*). I noticed my application portal says my transcripts have not been received. I checked with my high school, and they said they have sent them twice.

I wanted to follow up to see if you are able to locate them, and to verify I am having transcripts sent to the proper location.

Thank you for your help and time! I appreciate it.

Sincerely,
Danielle Malfara
danielle.malfara@osceolaschools.net
407-870-4860

Subject Line: Ms how do I do this I'm not sure what to do u never told mee

Body:

Subject Line: Transcript Confirmation

Body: hi it says you never got my transcript can you please check I sent it 3 tims thakn you

Subject Line: Financial Aid Award Letter

Body:

Hello Mrs. Jones,

My name is Danielle Malfara (*school ID or birthday goes here*). I was excited to be admitted to UCF! I have not yet received a notice about financial aid or scholarships I may be eligible for. I wanted to follow up to be sure you had all documents necessary, and to inquire about when I might receive my award letter so that I can discuss estimated school costs with my family.

Thank you for your help and time! I appreciate it.

Sincerely,
Danielle Malfara
danielle.malfara@osceolaschools.net
407-870-4860

Subject Line: fin aid

Body: hi please tell me when I'll receive my schoalrships

Jon

Letters of Recommendation

Hi (name of teacher),

I have started the college application process, and plan to apply to several schools, including _____, _____ and _____.

When it came time to think about who I'd ask to write me a strong letter of recommendation, you came to mind because _____. I was in your science class during the 21-22 school year.

Would you be comfortable writing me a strong letter of recommendation in support of my college applications? I'd need my letter submitted by August 15th, but can absolutely push that back a few more weeks if it best meets your needs and availability. You'd receive an emailed link to upload my letter directly to my application.

Thank you very much for the consideration! I appreciate your support.

Best,

John Snow

Poinciana High School Class of 2023

jsnow@email.com

(407) 123-4567

Submitting Your Waiver (Direct to Institution)

Dear UCF admissions office,

I am very excited to apply to UCF and found out that I am eligible for an application fee waiver. I have the waiver attached to this email.

If you could please let me know what next steps look like to ensure I can submit my application without the fee, I'd really appreciate it.

Thank you for this opportunity!

Sincerely,

John Snow

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jsnow@email.com

(407) 123-4567