



## Quick Tips: Email Etiquette

### **BASIC TIPS:**

- Email is an employer's first impression of you, so carefully check your spelling and grammar before sending any emails.
- Do not use abbreviations as if you were writing a text message since employers can view these as unprofessional.
- Follow up with a contact 1-2 days after you've met, and if you don't hear back from them within a week, then contact them again.
- Have a parent or business associate review your emails before you send them to a potential employer to make sure that they are well written and clearly express your thoughts.