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| **Components of a Professional Email** |
| Appropriate subject line | Write a short yet detailed subject line |
| Salutation | Use Dear Dr./Mr./Ms./Dean/Chairperson/etc. |
| Clarity and conciseness | Write a clear and concise description of the purpose of your email in first line |
| Readability | Use proper grammar and relate sufficient details to make your email comprehensible |
| Use of honorifics | Use proper honorifics throughout the email |
| Not using internet slang/symbols | **Do not** use ungrammatical abbreviations or emoticons |
| Closing remarks | Include proper closing remarks, e.g. express thanks, appreciation, etc. |
| Signature Line | Use a formal sign off (Sincerely, Best wishes, With regards) and state your name and class year |

Note: The Table above lays out components of a formal professional email. This protocol should be followed when you do not know the individual and are writing, for example, your first email to introduce yourself or when applying to a position such as an externship, summer opportunity or research position. There are obviously times when you can be a little less formal, for example, when communicating with faculty and advisors that you know well and with whom you have established a relationship. You will have to use good judgement – but when in doubt, be formal in your approach. You will never offend if you are more formal, even if someone else is being less so. Etiquette-based medicine goes a long way in establishing good relationships and opening doors to opportunities!