Writing Professional Email

UNIVERSITY WRITING CENTER
College of Arts and Sciences
www.uab.edu/writingcenter
Genre

Texting and online interactions

Professional Email

Official letter
Is writing this email necessary?

24 hour rule

Keep in mind audience and goal
Proper “Netiquette”

- Use professional, university email
- Use subject line
- Reduce number of exchanges
- Response time
- Forwarding
Meeting to discuss undergraduate research in Topic

Dear Professor X:

My name is Peter Anteater, and I am very interested in becoming involved in research in Subject Area. I am a X year student with a GPA of X. I have taken Courses and Additional Experiences. My goal is to Goal.

I have reviewed your faculty profile and am interested in the work that you have done. I was intrigued by your journal article, "Article Title." It Additional Information about Topic. I would like to get involved in research in this area because it will help me to better prepare for Goals.

Would it be possible to meet with you to further discuss Topic and my possible involvement in research? I am available Days and Times. I look forward to hearing from you.

Sincerely,
Peter Anteater
Student ID
Phone
Email
Style

Remember to check your spelling and grammar, and avoid using emoticons, flashy fonts, or colors.

Remember to check your spelling, and grammar and avoiding using emoticons, flashy fonts or colors! 😊
Further Resources

- University of California at Santa Cruz - How to Email a Research Professor
- Wellesley College - Computer "Netiquette"
- Inside Higher Ed
For more help, visit the UAB University Writing Center

www.uab.edu/writingcenter

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