



Natural Resources Conservation

**Academy**

# EMAIL ETIQUETTE

## A GUIDE FOR CAP STUDENTS

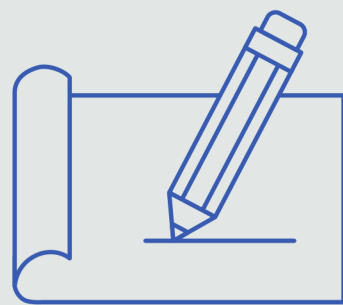
### GREETING



- Use Dear (Dr./Mr./Ms) only if you are certain of their status/pronouns
  - If unsure, use their full name
    - ex) "Dear Laura Cisneros"

### INFORMATIVE SUBJECT LINE

- Clearly state the reason for your email
  - ex) "Community Partner for UConn NRCA Student Environmental Action Project?"



### INTRODUCE YOURSELF



- Initial contact? State who you are!
  - "I am (full name) a student from (high school/city)"

### KEEP IT CONCISE

- Lengthy emails reduce the email's readability
- Only include necessary information
  - Ask to schedule a meeting to discuss more with community partner



# PROFESSIONALISM



- Be polite and respectful
  - Say please, thank you, etc.
- Use proper grammar
  - Don't use acronyms or abbreviations

# THANKS & SALUTATIONS

- Thank the community partner for their time
- End the email with "Sincerely, \_\_\_\_\_" or "Best, \_\_\_\_\_"



# PROOFREAD



- Send the email to your DMM/GM before sending it to your community partner
- DMM/GM should advise mentee and ensure information in the email is accurate

# CC DMM/GM

- Always CC DMM/GM on emails regarding project development
  - Consult DMM/GM if other NRCA should be included



# BE PATIENT



- Give the community partner time to respond
- Consult with your DMM/GM before sending a follow-up email to your community partner



Natural Resources Conservation  
**Academy**