

CE 06015
Lecture 4
Email and Resume Writing

STRATEGIES FOR WRITING EFFECTIVE EMAIL

1. Use a professional email address
2. Write a meaningful subject line
3. Keep the message focused, write short paragraphs, avoid fancy typefaces
4. Avoid attachments if unnecessary
5. Identify yourself clearly
6. Think before you click “Send”
7. Proofread and make your message look professional
8. Distinguish between formal and informal situations
9. Respond promptly
10. Show respect and restraint. Use BCC instead of CC when sending sensitive information to large groups

JOB APPLICATION GUIDELINES

1. Tailor your CV or resume specifically to the position and to the organization
2. Your CV should be well presented and flawless
3. Tailor the cover letter specifically to the position