



RESOURCES

**CAREER
RESOURCES**
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EMAIL ETIQUETTE

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When you are sending out an email to your professor or a Humber College staff member, it is best to follow best practices for email etiquette. This can help you strengthen your written communication skills, ensure that your message is clear and create a positive impression.

CAREER RESOURCE

Elements to Include

- Include a relevant subject line.
- Address the recipient.
- Provide context by introducing yourself, including your name and relevant course title.
- Specify the purpose of your email and/or what your request is.
- Sign off with your first name, last name and N number.

Examples

Emailing a Professor

Subject Line: GNED101 – Essay #2 Extension Request

Hello Mr. Eric Lu,

My name is Ramesh Grewal and I am a student in your “GNED101 - Introduction to Arts and Sciences” course that takes place on Mondays at 2:05 pm. In addition to my role as a student in the Advertising & Graphic Design program, I also work full-time time hours. Looking at my work schedule and upcoming due dates, it will be challenging for me to complete Essay #2 to the best of my ability by the March 10th deadline. I am emailing you far in advance in hopes that it would be possible to extend the deadline to March 14th. If there is anything you require on my end in order to accommodate this request, please let me know. Looking forward to hearing from you.

Kind Regards,
Ramesh Grewal
N01234567



Emailing a Staff Member

Subject Line: Support with Dropping a Course

Hello Sanjay,

My name is Ramesh Grewal and I am a 1st year student in the Advertising & Graphic Design program. After receiving my midterm grades, I am worried that I will not pass my GNED101 course. Thus far, I have a 40% in the course and there is only 15% of the coursework left. I understand that the deadline to withdraw from a course without academic penalty is Friday, April 2nd. For this reason, I am reaching out far in advance in hopes that we can set up a time to meet to discuss how I can drop this course and explore my options moving forward. If you could point me in the right direction, that would be great. Looking forward to hearing from you.

Kind Regards,
Ramesh Grewal
N01234567

Tips!

- Go into your settings and create an email signature, including your full name, program name, semester and student number. This way, you don't need to type it out every time you send an email.
- Before sending your email, read it over to check for grammar and spelling.
- Sending an email is not the same as sending a text message. Avoid using short forms.
- If relevant, include screenshots to help the reader understand what you are referring to.
- Remember, your professor may be teaching multiple courses. It's helpful to indicate which course and section you are in to help them identify who you are.
- If you are sending a follow up email regarding previous communication, provide a brief reminder of the conversation. Alternatively, you can click "Reply All" on the previous email communication to help remind the reader of the conversation you are referring to.