

HOW TO WRITE A PROFESSIONAL EMAIL

Email is one of the most popular digital media, both inside and outside the workplace. The preference for this medium is essentially based on its speed and efficiency. When writing a professional email, you can do it for different reasons: you may want to condense a relevant meeting, have feedback, or send a cover letter, thank you, among others.

9 STEPS FOR WRITING PROFESSIONAL EMAILS

1. Pay attention to the subject line

It is the recommendation of experts, and it is that the subject is what guarantees that you will be read, archived, or excluded. The subject line should simplify the purpose of the email and should be specific and brief. It is advisable to use the automatic response option in the reading and important alert whenever the situation justifies it.

2. The greeting must be timeless

One of the big mistakes in emails is saying hello as if you're speaking directly. When speaking in a professional setting, the greeting will be timeless; this will help to have a personalized contact, without showing when it was sent. Greetings are recommended such as: Dear..., Good morning..., among others. If you do not have the name of the person you are writing to, use: "To whom it may concern" or "Dear Sir/Madam."

3. The body of the email

When writing the text, it is necessary to have the ideas clear and in order since it must be communicated effectively.

If you are responding to a customer inquiry, you should start with a thank you line. For example, if someone has a question about your company, you can say: "Thank you for contacting the Company." If someone has responded to one of your emails, be sure to say "Thank you for your prompt response" or "Thank you for calling me."

4. Lean on graphic resources

The text's presentation says a lot about our level of professionalism; for this reason, it is recommended to use classic fonts such as Arial or Times New Roman and with a suitable size for reading. The font color must be black, and elements such as italics or bold can highlight keywords. In this way, a greater emphasis on words or ideas is achieved.

5. Attach final files

When attaching a definitive file, the most recommended format for presenting the document is the PDF format. When the receiver opens it, it will immediately read it from the same email or browser. You can also add online files or links directly from the web; this way, your shared files will open in the browser.

6. Close with a farewell

The beginning and the closing of the mail are equally important since the manners will generate empathy in the one that reads. It is recommended to say goodbye, to send a greeting, so the phrase "a cordial greeting" will never hurt. Similarly, if you want to show interest or that a response is expected, you can close by saying, "I am attentive to any questions."

7. Use custom signatures

This will facilitate your work and save you time and give a presentation and body to the email. Make sure to use the custom signature options. All mail messaging services have this option.

8. Take care of your spelling

This is not specific to an email; any professional must be extremely careful when writing any document, email, text message, or social network status; it is imperative. Ensure you also take care of the wording, as it is essential to get the message correctly.

9. CC and CCO

Pay close attention to these options; make sure you send the information to the right person. Remember that emails allow you to fill out if the address is already recorded automatically. Avoid bothering other people with information that is not theirs. Also, take care that your information is not spread by people who do not correspond to them.

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