

E-Mail Communication

E-mail may often be a more convenient way to communicate with perspective employers since busy professionals can answer your correspondence at any time.

Many employers prefer e-mail; however, others may not. E-mail is not a substitute for direct communication and is a more passive technique. It is essential to know your audience and communicate in their preferred manner.

Do's and Don'ts

- Although E-mail is considered less formal than mailed correspondence, it is still important to communicate effectively. Check your spelling and grammar.
- Be sure to include your name and other identifying information for the reader.
- If you receive a response, be sure to thank the person for responding.
- E-mail is meant to be a quick way to communicate so, be sure to check your e-mail messages frequently when in a job search.
- You must respond to e-mails in a timely manner. Do not let more than 3 days pass before responding.

To make initial contact with an organization or to identify the appropriate contact person

Rather than making a long distance telephone call, it may be easier and quicker to identify the right person to address your correspondence to via E-mail when the address is available.

Your message should contain all the characteristics of an effective letter or telephone call.

Example

"Hello:

I am an architecture student at Iowa State University. I am interested in interning with your firm this summer and would like to send my resume for consideration of an interview.

Could you please send me the name and e-mail address of the person who hires interns or forward this message to them?

Thanks for your assistance,

Chris Planner

To learn preference for receiving application materials

Hello Mr. Jones:

I am interested in interning with your firm this summer. Do you prefer to receive resumes and work samples by e-mail or US mail?

Do you prefer to look at a Web, CD Rom or print portfolio?

Thank you

Chris Planner
4th year architecture student,
Iowa State University

Sending resumes by e-mail

If sending attachments of your resume and design samples, do not send files that are too large. Your attachments should be PDF files. Do not include your entire portfolio, just a couple of pages.

Following an interview...

A quick E-mail note following an interview may give a favorable impression; however, consider following up further with a mailed note.