

COMPOSING PROFESSIONAL EMAILS



Name: _____

Directions: Use your judgement to fill in the templates with appropriate responses.

THANK YOU EMAIL TEMPLATE

Good morning / afternoon / evening, Mr./Mrs. _____.

My name is _____, we spoke during our interview for the _____ position. I wanted to email you and say thank you again for considering me as a candidate. I really appreciate the chance to talk to you and learn more about the position.

I look forward to hearing back from you,

- _____ (your name)

FOLLOW UP EMAIL TEMPLATE

Good morning / afternoon / evening, Mr./Mrs. _____.

My name is _____, we spoke last _____ (day you were in contact) about _____. I am sending a follow up email to touch base with you about _____.

I look forward to hearing back from you,

- _____ (your name)

SCHEDULING A MEETING EMAIL TEMPLATE

Good morning / afternoon / evening, Mr./Mrs. _____.

My name is _____, we last spoke about _____

_____. I would like to schedule a meeting at your earliest convenience to

continue talking about it. I am free _____ (day and general time), _____

_____ (day and general time), and _____ (day and general time).

Please let me know what day and time works best for you!

I look forward to hearing back from you,

- _____ (your name)

COMPOSE YOUR OWN EMAIL

Directions: Use your understanding of how to compose a professional email based on the prompts below. You can refer to your templates to get an idea of how to compose your emails.

1. You need to send an email to your boss to ask for two days off for next week.

2. You need to send an email to your co-workers reminding them of an event coming up on Friday.

3. You need to email a local printing company to request 50 flyers be made and printed for an upcoming event.

4. You need to send an email requesting an interview for a job you are interested in.
