



## Academic Success Coach's Tip for Success

### Professional Communication: How to email your CON faculty and staff

To email or not to email...that is not the question! The question is *"How do I use email appropriately to build a professional relationship with my nursing faculty that will support my success?"*

Remember, your school emails reflect on you. Ask yourself, "What are my emails telling others about my professionalism, commitment to the program, ability to take responsibility, and willingness to partner with faculty for continued professional growth?"

#### Here are some important tips to follow when emailing faculty and staff:

1. Be specific and brief in the subject line  
(ex: "Confirm appt. for Tues 9am")

2. Create a professional tone

- a. Address using proper greeting:
  - Dear, Hello, Greetings, To Whom it May Concern
  - Use appropriate titles: Mr./Mrs./Miss/Dr./Prof.
- b. End your email with a formal sign-off such as:
  - Sincerely, Respectfully, Best Regards, Best Wishes
  - Sign with your full name, student ID, course number, and contact information
- c. Consider using a short pleasantry and identifying yourself (especially for first email) before making a request
  - "I hope your week is off to a good start. I am Joe Smith, currently a student in your NURS 356 class. I wanted..."
- d. Follow proper writing and grammar rules

3. Make the body of the email short and concise
  - a. First express what you really want to happen
    - "I am reaching out to see if we can schedule a time to meet during your office hours."
  - b. Second, explain the problem or issue
    - "I would like to review my last exam as I am confused by several of the questions and would like to improve my understanding."
  - c. Third, suggest solutions and/or provide information
    - "I am available on Tuesday at 3pm if this is convenient for you."
  - d. Fourth, thank the recipient for their time/attention
    - "Thank you for your time and consideration of this request. I look forward to hearing from you by \_\_\_."
4. Before you hit SEND
  - a. Proofread! Proofread! Proofread!
  - b. Avoid using slang, emoji's, ALL CAPS (yelling), accusatory words
  - c. Make sure attachments are labeled for easy identification
  - d. Make sure you have the correct email address

Check out: [https://owl.purdue.edu/owl/general\\_writing/academic\\_writing/email\\_etiquette\\_for\\_students.html](https://owl.purdue.edu/owl/general_writing/academic_writing/email_etiquette_for_students.html)

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