

Career E-minder

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CAREER
SERVICES
Skill Series

Email Etiquette

We receive tens and tens everyday. It's the first thing we do in the morning. It's the last thing we do in the day. (Oh and it comprises about 5-7 checks within the middle of the day.) We almost don't know why we don't just walk the 4 or 5 feet to the next office to answer the email that inquired whether or not there is a meeting in 30 minutes. Well, we won't try to cure your addiction to checking your inbox, but what we can do is a little schooling on some of the email crimes that happen everyday.

Etiquette with your electronic mail is very important because it can summarize your point more effectively and concisely. If we all used the jargon and lingo of our own lifestyles, we'd have very awkward and emotional office mechanics. Let's get started:

Short and Sweet: Be concise. We have enough material to read, and the last thing we need is a three paragraph email explaining why your afternoon meeting is cancelled.

Use Psychic Powers: If you have ever asked, or ever been asked "When's dinner?" you almost always know that it will be followed by "What is for dinner?" When answering questions in an email, try to answer possible follow up questions that the sender may have once receiving your email. It may be a hassle now, but there's a great chance that it will save you from having to repeat information.

That's Important?! Don't flag every email you send with "HIGH IMPORTANCE" or with a red signal just because you think you need a response sooner than 90% of whatever else is in the recipient's mailbox. Email was built so that quicker communication was possible. Just wait. We'll stop believing your emails are important when you flag a "FW: Dog Costume-Hilarious!"

It's Called Evidence: Never write sly or slightly offensive jokes in email. Once it is on the net, it stays there. And if it accidentally gets forwarded to the entire office, there's no way to unsend it.

Hold the BCC: Use BCC sparingly as sometimes one will "Reply All" not knowing the recipients under the BCC caption.

You Don't Believe Me?! Sending your emails with read receipts can either offend the receiver or annoy them. Most email servers allow users to block that function or read an email without having to send a receipt so what's the point? It only sends the wrong implication that you expect the email to go unread or be replied too late.



Por Favor!

Career Services is surveying students who utilized the Co-Op/Internship program to search for an internship during the Fall 2007 and Spring 2008 semesters. The survey has already been sent out. If you receive the link, we ask that you please take a few minutes to respond. The data we gather will help us in continuing and improving our services for you and your fellow students. Thank you in advance for your participation.

IMPORTANT INFO!

- **Apr 21st: Timesheets are due at 5pm! Get them in early so any revisions or corrections can be made ahead of time. If they're turned in late, they will be submitted to the next semester's transcripts.**

Student Success Story!

In a recent PEOPLE AND BUSINESSES ON THE MOVE article the Pensacola News Journal reported that Patrick Houghton, a University of West Florida 2007 cum laude graduate and Jeffrey Edgar a current University of West Florida student were hired by Techsoft – Software Services Inc. Patrick, who graduated in May 2007 with a Bachelor of Computer Science degree is a Software Engineer in the Operations Department. Jeffrey a Junior in Computer Information Systems is working as a Junior Network Engineer through the University of West Florida Cooperative Education program.



Patrick Houghton



Jeffrey Edgar