Professionalism in Contacting Employers
By Professor Liz Tashjian

1. If you don’t meet the criteria for a position, don’t apply. (examples: GPA, graduation date, visa status)

2. Only submit a resume if it is carefully edited and in professional format. (issues: two pages, typos, missing key information)

3. An email message should clearly state who you are, why you are contacting the person, and what action you would like the person to take. (issues: failing to identify yourself as a student at the U; failing to ask the recipient to pass on your resume)

4. Be respectful. (examples: if you haven’t met the person, use Mr., Ms., Professor; don’t ask for an hour of someone’s time when five minutes would meet your objective)

5. Be appropriate. (example: don’t ask for something that is unethical)

6. Spell and grammar check email messages and cover letters. (try composing and editing in Word; keep copies of sample email messages and continue to improve them)

7. Don’t ask a question the answer to which is easily found on the firm’s website.

8. Keep your email short and thank the recipient.

9. Most importantly, no means no. Don’t be a stalker!

10. Still have questions? Contact the Undergraduate Career Management Center, SFEBB 3165.