E-Mail Etiquette

- Always think before you send a message. How you communicate using e-mail is very important. Think about the impression you are making!

- Never write messages that you wouldn't want to become public knowledge.

- Keep the length of your e-mail messages reasonable.

- Always use correct grammar and spelling.

- Remember that electronic job search correspondence requires the same level of professionalism as traditional methods.

- Never use all uppercase letters in your messages as it is interpreted as shouting at a person.