

Writing Professional Emails

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When Should You Write an Email?

- Reaching out to potential employers or internship sites.
 - Requesting informational interviews.
 - Following up after an event or meeting.
 - Asking about volunteer or research opportunities.
 - Responding to job postings.
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Structure of a Professional Email

- Subject Line – clear and specific.
 - Greeting – address the recipient properly.
 - Opening Line – introduce yourself and why you're writing.
 - Main Body – share relevant info or ask your question.
 - Closing Line – thank them, express interest.
 - Sign-Off – use a formal closing and your full name.
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Step-by-Step: Writing Your Email

- Use a professional email address.
 - Write a short but clear subject line.
 - Use “Dear [Name]” or “Hello [Title/Organization]” as a greeting.
 - In the first line, say who you are and why you're reaching out.
 - In the body, keep it focused and relevant.
 - End with a thank you and a professional sign-off.
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Example: Internship Inquiry Email

Subject: Internship Inquiry – Urban Studies Student at Hunter College

Dear ...,

My name is ... and I am a senior majoring in Urban Studies at Hunter College. I'm reaching out to express my interest in any internship opportunities your organization may offer.

I am particularly interested in your work on affordable housing and community-based planning. I would love to contribute and learn more through a potential internship.

Thank you for your time and consideration.

Best regards,
Your Name



Do's of Email Writing

- Keep it short and focused (5–8 sentences max).
 - Use a clear subject line.
 - Use polite and professional tone.
 - Proofread for grammar and spelling.
 - Personalize each email for the recipient.
 - Include a signature with your name and contact info.
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Don'ts of Email Writing

- Don't use casual language or slang.
 - Don't start with "Hey" or "Yo" in professional emails.
 - Don't forget to proofread.
 - Don't send mass emails with "To Whom It May Concern" unless necessary.
 - Don't attach files without mentioning them in the body.
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Effective Subject Line Examples

- Internship Inquiry – Urban Studies Student at Hunter College
 - Request for Informational Interview – Interested in Environmental Justice Work
 - Following Up on Planning Fellowship Application
 - Question About Volunteer Opportunities in Summer 2025
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How to Sign Off

- Best regards,
 - Sincerely,
 - Thank you,
 - With appreciation,
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- Your full name
 - [Optional: LinkedIn link or phone number]
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Final Tips & Practice

- Always write a draft and re-read it.
 - Ask a mentor or professor to review your email.
 - Practice writing sample emails to real orgs.
 - Don't be afraid to follow up politely if you don't hear back.
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