

The WRITE Email Method

This is a useful tool to use when writing an email to potential employers or colleagues. By following this basic structure, you will create a professional, polite, and succinct email.

It uses the following structure:

- W** Who is the email written to?
- R** Reason for the message (get straight to the point | why are you writing the email?)
- I** Information (the details/explanations/etc)
- T** Take home message (tell the reader what you want them to do or to remember—often an action)
- E** End it (sign off politely with your name and contact details)

It is also important to use a clear and meaningful subject line. This allows the reader to quickly grasp what the email is about and find the email again, if necessary.

Example

Clear subject SUBJECT: Conference registration and travel funding

Who Dear Prof. Smith,

Reason I'd like to attend the Annual Science Symposium, being held in Melbourne at the end of this year.

Information The registration fee for the symposium is \$880 (inc GST). Flights costs will be approximately \$400 return. I have friends in Melbourne so funds for accommodation won't be necessary.

Take home message Are you able to provide funding for this trip? Early bird pricing ends in two weeks at which point the registration fee will increase to \$1100 (inc GST).

I have attached the conference brochure for further information.

Ending Kind regards,

Casey

Casey Jones

c.jones@uqemail.com.au

m. 0407 000 000