Proper Email Structure

To Field: Who is your email for? Type in the full email address of the recipient.

Subject Line: Short sentence that summarizes the reason you wrote the email.

Greeting: This is where you greet your recipient. Be formal and concise.

Body: Main paragraph of your email that communicates main message. Use proper grammar and punctuation and be sure to capitalize when needed. Emails should look different from text messages!

Interview Request   — ⤢ ✕

juanochoa@righttrack.org

Interview Request

Mr. Ochoa,

Unfortunately I was unable to make it to the right track expo to interview for a YJ02 position, I was given your email address from Mr. Owens to schedule an interview. I'll be out of state until April 10th, however any day after that I am available. Thank you much for doing this; I had an incredible experience in YJ02 last year and I look forward to participating in YJ02 again this year.

Sincerely,

Alice Reyes

Closing: Short couple of words that indicate the end of your email with courtesy.

Full name: Include first and last name.

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