Bad Email Example

To: johndoe@somecompany.com
CC:  
Subject: Hey...wazzup?  
Attachment: Picture of Me

Hey,  
So waz UR job like??????? I'm kinda interested in mrktg but I'm not sure. How offen are U board at work? I'm board ALL THE TIME at skool 😒 !!! Since we both like baseball, we should go to a Twins game together next season, what do u think? Heres my personal email since this one will shut off after this thing: imawesome@myemail.com or if you wanna call me, my cell number is (612)555-9876. U should totally drop me a line and we'll hang out.

Oh yeah....I'm sposed to send U a question....what skool did you go to after high skool?  
C ya

This above email message has many errors in it. If you look closely, the email address is typed wrong; having one character off on an email address will result in the email message not getting through. Other errors include the teacher was not CCed, the subject line is incorrect, an attachment was included, it contains numerous spelling and grammar errors, texting language is used, a funky font was chosen and the student shared personal contact information.

Good Email Example

See below for proper formatting. This email is done correctly with each guideline being met.

Mentor’s email address spelled correctly, CC teacher’s email, and use the subject “eMentors Topic ___”

Introduction: Hello/Dear ____,

Paragraph one: Answer any questions your mentor asked in a previous email. Ask them follow-up questions.

Paragraph two: Discuss the Guiding Questions in detail. Talk about how the prompt relates to your life and your experiences at school or work.

Paragraph three: Ask the mentor about his/her job and how the Guiding Questions relate to daily tasks.

Closing: Sincerely/Thank you,