English 7 - Life Skills Unit

Part 3 – Writing an Email

An email is a way to electronically send a message to somebody. It is one of the most common forms of communication.

Task – Create an email that you will send to an employer. Attach your resume and cover letter.

Step Checklist

* Step 1 – Read the example email to see what a proper email looks like.
* Step 2 – Fill out the organizer below to outline what you will include in your email.
* Step 3 – Load your Gmail and start a new email.
* Step 4 – Send the email to your teachers email address (imagine you are sending it to your employer, not your teacher)
* Step 5 – Include a subject that has your name and the job you are applying for.
* Step 6 – Write your email. Proofread for spelling mistakes.
* Step 7 – Attach your resume and your cover letter to your email.
* Step 8 – Complete the criteria checklist at the bottom of this page.
* Step 9 – Send the email

**Email Organizer**

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| --- |
| What is the SUBJECT of your email? (Your name - what job you are applying for) |
| Who are you writing to? (To whom it may concern *or* Dear *Company Name*) |
| 3-5 sentence paragraph. Why are you emailing (what job are you applying for?) Why are you a good fit for this job? What are some skills/experiences you have that make you a good fit? |
| Signoff (Write *Please see attached for my resume and cover letter. Sincerely*, your name) |

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**Writing Checklist - Email**

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| --- |
| 1 – No, 2 – Yes, 3 – Well Done |
|  | Self | Teacher |
| **Subject** – you have included your name and the job title in the subject.  |  |  |
| **Intro and Signoff** – you have indicated who you are writing to and appropriately said who is writing this email. |  |  |
| **Skills/Experiences** – you have briefly indicated what skills and experiences make you a good fit for this job.  |  |  |
| **Attachments** – you have included your resume and cover letter as attachments. |  |  |
| **Spelling** is correct.  |  |  |
| **Punctuation** and use of **capital letters** is correct.  |  |  |
| **Sentences** are complete, make sense, and flow smoothly. |  |  |
| Overall mark/comments: |

Example – Basic Email

Subject: Mr. Butterworth – Teacher Application

To whom it may concern,

I am emailing you to apply for the position of teacher at your middle school. I feel I will be a good fit for this job because I have a good work ethic, I am responsible, and I am always on time. I enjoy teaching because it lets you be creative and have fun while learning new things. I have had experience working in a classroom before, so I am looking forward to bringing my skills to your school.

Please see attached for my cover letter and resume.

Sincerely,

Mr. Butterworth