

# Write it Right: Email Tips

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This tool includes email scenarios and example responses to use, e.g., asking for help, responding to a professor, or following up on something.

- Anything in bold is a placeholder or guidance. That means you need to change it to fit your own situation or delete it.
  - Before you send the email, make sure you've replaced all the bold parts with your own details.
  - You can also change other parts of the email to sound more like you or to fit what you're trying to say.
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## Asking for Clarification on a Project, Test or Assignment

If you need clarification, whether it's at home, school, or work, it is always best to ask. Otherwise, you may put in the time and effort into doing something incorrectly. Here is an example of an email to request clarification:

**Subject:** Question about **[Project / Assignment / Test Name]**

**Hi [Instructor / Supervisor's Name],**

I hope you're doing well! I have a quick question about the **[project/test/assignment]** we talked about. I just want to make sure I understand it correctly.

**[Briefly explain what's confusing, for example:]**

I'm not sure if we're supposed to use **[X]** or **[Y]**, or when it's due.

Could you please clarify that part for me? Thank you so much for your help!

**Best,**

**[Your First and Last Name]**

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## Thanking Someone for a Gift, Opportunity or Experience

Thanking someone if they helped you with applying for a job or internship or for something they gave you is important. It shows that you are grateful and appreciate their time and effort. Here is an example of an email to send as a thank you:

**Subject:** Thank You

**Hi [Name],**

I just wanted to say thank you for the **[gift / opportunity / experience]**. It really meant a lot to me, and I appreciate your **[kindness / support / time / generosity]**.

**[Add a sentence about why it mattered to you. For example:]**

It helped me feel more confident, and I learned a lot.

Thanks again—I'm very grateful!

**Best,**

**[Your First and Last Name]**

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## Requesting a Letter of Recommendation

You may need a letter of recommendation when applying for training or postsecondary program, internship or job, along with many other reasons. Depending on the reason for the letter will help you decide who to ask. For example, if you are applying for college, you may ask a previous teacher or advisor. If you are applying for an internship, you may ask a supervisor or manager. It is important to ask 2-3 weeks before you need it and include the deadline. Here is an example of an email to request a letter of recommendation:

**Subject:** Letter of Recommendation Request

**Hi [Teacher/Coach/Mentor's Name],**

I hope you're doing well! I'm writing to ask if you would be willing to write me a letter of recommendation for **[name of school, job, program, etc.]**. I really enjoyed **[your class / working with you / etc.]** and think you could speak about my strengths in **[specific skill or experience]**.

The letter is due by **[date]**, and it should be sent to **[email or website instructions]**. Let me know if you need anything from me, like my resume or more information.

Thank you so much for considering this—I really appreciate your support!

**Best,**

**[Your Full Name]**

**[Your phone number, optional]**

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## Attaching and Sending a Resume

You may need to send someone your resume for an opportunity. Make sure you keep the email clear and double-check that your resume is attached. Here is an example of an email to send your resume:

**Subject: [Your Name] – Resume for [Job Title]**

**Hi [Hiring Manager's Name],**

I hope you're doing well! My name is **[Your First and Last Name]**, and I'm interested in the **[Job Title]** position at **[Company Name]**.

I've attached my resume for your review. Please let me know if you need any more information—I'd be happy to share it.

Thank you for your time and consideration!

**Best,**

**[Your First and Last Name]**

**[Your phone number]**

**[Your email address]**

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## Follow-up After a Job Interview

After a job interview, you will want to follow-up with an email to share your interest in the job and thank the interviewer for their time. You will want to send a follow-up email within 24-48 hours of your interview. Here is an example of an email to follow-up after an job interview:

**Subject: Thank You – [Your First and Last Name]**

**Hi [Interviewer's Name],**

Thank you for taking the time to talk with me about the **[Job Title]** position. I really enjoyed learning more about the role and your team.

I'm still very interested in the job and feel like it would be a great fit. Please let me know if you need anything else from me.

Thanks again for the opportunity—I appreciate it!

**Best,**

**[Your First and Last Name]**

**[Your phone number, optional]**

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## Asking a Manager for Time Off

You may find yourself needing to request time off from work. It is important to give enough notice for the time you need off and offer to help do anything before your days off. You do not need to overshare why you need the time off, just give the basics. Here is an example of an email to request time off:

**Subject:** Request for Time Off

**Hi [Manager's Name],**

I'm writing to ask if I can take time off on **[day(s) you need off, for example "Friday, May 10" or "May 15-17"]**.

**[Optional: Brief reason, like:]**

**I have a [family event / appointment / personal commitment] that day.**

Please let me know if you need anything from me before then. Thank you for considering my request!

**Best,**  
**[Your First and Last Name]**

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