

Proper Etiquette in Responding to Listserv Postings

The Pre-Health Professions Office has been receiving complaints that students are responding to postings on the listserv in an unprofessional manner.

Job, volunteer, and internship postings that are sent out on the listserv are professional and should be responded to professionally. **It is unacceptable to send the contact person an e-mail that just simply says: "I'm interested" or to use text message lingo in a response.**

All e-mails or letters should have a **greeting** and a **closing** in addition to proper punctuation and grammar.

For Example:

Dear Ms. Smith:

My name is Sally Jones, and I am interested in the posting that was sent out on the Hunter College listserv. I am an undergraduate student at Hunter College, pursuing dental school and an opportunity to work in your office would be a great learning experience.

Attached are my resume and cover letter.

Thank you for your time.

Sally Jones

111-222-4545

sjones@email.com

- **DO NOT RESPOND FROM YOUR SMART PHONE.**
- All e-mails should have **text in the body** AND a **subject line**.
- Do not send blank messages that just have attachments.
- Always include a **COVER LETTER** and **RESUME** unless the posting asks for something different.
- Use PROPER spelling and punctuation- not text message shortcuts such as "u" or "i"
- DO NOT COPY AND PASTE THE ABOVE SAMPLE E-MAIL FOR YOUR OWN USE. Use your own words and your own name.
- If you do not know what a cover letter or resume are, please go to Career Development.

For more information on Resume, Cover Letter, and Letter of Interest writing please see the Career Development Office located on the 8th floor of the East Building and view their website here:

<http://www.hunter.cuny.edu/student-services/cds/welcome>