Learn the basics of professional email writing and get the email practice you need to ensure the next email you send is read and responded to appropriately.

By participating in this workshop you will be able to:

- Review etiquette guidelines including email tone & composition
- Learn how to write an effective email to professors, TAs, employers, and professionals
- Gain insight on appropriate greetings and sign-offs
- Practice proofing and writing an email
- Improve your communication skills

Light refreshments will be served.

For more information and/or to register for this workshop, send an email to Hannah Bateman, BGS Career Resource Specialist at hbateman@career.ucla.edu

Not feeling prepared for career or post-graduate life? No worries. Request an appointment with the BGS Career Resource Specialist TODAY and get the career support and tools you need to thrive now and in the future. Email hbateman@career.ucla.edu