Student Email Signature

It is important for college students to have a professional email signature. It not only is a great way to exchange contact information, but it relays a sense of professionalism to all who you communicate with. This is particularly important when you're communicating with employers! Everyone's signature will be a little different, and you may want to revise yours as you move through your academic career.

General Information to Include:

- Full name
- Major (minor if applicable)
- Name of university and year of graduation
- Phone number
- Email address
- Personal website or social networking site if applicable

Tips for creating an effective signature:

1. Keep it concise, while still providing important information.
2. DO NOT try to fit your entire resume into a signature.
3. Plain, professional text is best. Skip special fonts and graphics; these don't always transfer from one email client to another.
4. Avoid including multiple emails and phone numbers. Choose only one for each.
5. Only list LinkedIn, Skype, Twitter, or Facebook if your profiles are updated and professional, and you wish for others to contact you on those platforms.
6. Avoid quotes of passages from the Bible or other religious sources that could cause offense.
7. If including a website, provide the URL instead of a hyperlink; this will ensure that the address will transfer across email clients.
8. Be sure to include your email address because messages forwarded or copied may not include that information.
9. If you send emails from your smartphone, update your signature on that mobile device. Having a signature looks more professional than "sent from my iPhone", etc.

Good Examples:

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