

Missouri Division of Workforce Development

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Communicating Professionally

The rules to the job hunting game are forever changing, but one rule has stayed the same—always be professional. Whether communicating in person, by mail or electronically, putting your best foot forward is really important.

When following up on an interview or inquiring about a job opening, writing a professional email can be tricky business, but it's a great way to show potential employers that you're the right fit for their job.

Here are some articles with great tips on how to do just that:

[Employer email etiquette](#)

[Email Etiquette Tips for Job Seekers](#)

[9 Job Seeker Email Etiquette Tips to Help You Land the Job](#)

[How to Write an Email to a Potential Employer](#)



For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).

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