

YOUR NEXT STEP SC WORKS WORKLINK

EMAIL BASICS

What do I need an Email Account for?

- Unemployment Insurance account recovery access
- Sending and receiving messages from employers about job openings that you have applied for
- Personal communication with friends and family
- A way to recover access to personal accounts if a password is forgotten

Creating an Email Account

A free email can be created at one of the following sites:

- Gmail (Google email) – www.gmail.com
- Yahoo email – www.yahoo.com
- Hotmail – www.hotmail.com

Quick directions on setting up a free email:

1. Click create an account
2. Create a professional username (such as a variation of your first and last name and a number)
3. Create a password – using letters (some capitalized, some lower case), numbers, and symbols
4. Be sure to write both down in a secure place (used to sign in to your account each time)

Detailed instructions are available in this packet.

Example Email to Employer

Make the email subject line specific.

Example Subject line:

Subject: “Administrative Assistant Application”, “Order Packer Application”, etc.

Example email:

To whom it may concern:

Please find attached my resume for the (position title) I saw advertised on/at (SC Works/Indeed/ Craigslist).

I have experience in (Manufacturing, Food Serving/C.N.A./your position). I would like to talk to you more about my skills and how they fit the position that you have open. I can be reached by phone at (example: 864-555-5555) or at this email address.

I look forward to your call or email. Thank you for your consideration.

Best Regards,

(Your Name)

Proofread your email, application, and/or resume before pressing “send.”

Check for correct layout, spelling, and grammar. If you need assistance, please call the Clemson SC Works Center at 864-634-0071.