



## INTERNATIONAL SCHOOLS SERVICES

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### **E-mail Letters of Interest**

E-mail is a quick, efficient, and convenient way to communicate. When it is used to communicate with friends, messages are often informal and abbreviated. When e-mail is used to contact a school director to express interest in a teaching or administrative position, it should follow regular business letter etiquette as closely possible. The following is a list of suggestions that can help make e-mail letters of interest more professional.

1. Check to be sure the name of the school and the name of the person you are contacting are spelled correctly, and that you have used his/her proper title. Few things detract from a letter of interest more than an error in the name of the school or to misspell the name of the person you are contacting.
2. Complete the subject line of the e-mail with a short, accurate description of what you are looking for, such as "Candidate for MS English Position".
3. In the body of the email, begin with the date, and follow with an inside address. For example:  
  
    Dr. John G. Doe, Headmaster  
    International School of Anywhere  
    Anywhere, Country
4. In the body of the letter, follow business letter etiquette as closely as possible. Formatting does not transfer well in emails, so it is best to keep the message basic with block paragraphs separated by a double space.
5. Keep the letter short. Come to the point immediately and provide only essential information. If your e-mail program does not have a spell check feature, write the message first using a word processing program. Then spell check it and paste the letter into the e-mail.
6. Have a friend or colleague review and edit the letter before you send it.
7. If you wish to include your résumé with your letter of interest, you can send it as an attachment to the e-mail. Be sure to make reference to the attachment in the body of the letter. Be aware that some attachments might not be compatible with some computer e-mail programs or word processing software.
8. Be sure to share with the contact person where your professional dossier is located.

9. End the letter with a formal closing and attach a signature to the message giving your full contact information, including a link to your professional website if you have one.

A well developed and well written letter of interest can present your candidacy in the best possible way and can be an important first step in acquiring a new position.