

How to write professional emails in English.

Writing emails in Vietnamese is already difficult, but writing them in English is even more challenging. Therefore, learning how to write professional emails in English will be a useful skill to help you improve your English every day.

Nowadays, many companies require you to send emails for work-related discussions, to present ideas, or to submit contest entries. To showcase your English skills and personality, you need to know how to write professional emails. There are two types of emails you will use: "formal email" and "informal email".

1. How to write a job application email in English

Writing a standard job application email is already a challenge, let alone writing one in English. Formal emails are typically used for job applications, complaints, appeals, company advertisements, etc. In such cases, the email content usually has three parts:

- **Beginning** : Send a greeting to the email recipient; a greeting shows your respect and politeness.

Example : Dear Dr. Smith,

Dear Captain Morgan,.

- **Body** : If you reply to an email, the first thing you should do is thank the sender for sending you the email about a specific issue. If you initiated the email, you should quickly present the main content so the recipient can understand it.

- **Ending** : Before concluding the letter, you should thank the reader for reading your letter and express your hope for a response.

2. How to write professional emails in English for family and friends.

An informal email will be sent to family, friends, and those close to you. The email also has three parts:

- **Beginning** : You send a greeting to the recipient of the letter.

- **Body** : You need to quickly get to the main purpose of the letter.

- **Ending** : You send your thanks and farewell to the recipient, hoping for a response from them.

Hopefully, with these guidelines on how to write professional emails in English, you can now compose a professional email to express your wishes and desires.

When applying for a job, employers pay close attention to the applicant's CV. To make a good first impression, you need to know how to write a well-structured CV. TipsMake provides many guides on how to write a job application CV that you can refer to.

English is a rich language, so you can study it every day to improve your skills. Additionally, you can also check out the top 100 most beautiful and meaningful English names for boys, which will help you relax and find a suitable name for your child.

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