How to Create an Effective Email Signature

Having a professional email signature is extremely important. 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 appropriate

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

John Smith
B.A. Psychology
Ohio University, 2013
Js494709@ohio.edu
Cell 555.555.5555

John Smith
Ohio University | Psychology | 2013
555-555-5555 | john@ohio.edu | http://www.johnsartwork.com
Twitter: http://twitter.com/johnsmith | LinkedIn: http://linkedin.com/in/johnsmith

Amy Smith
University of Rhode Island, 2012
Tel: (123)121-1211
aminsmith@uri.edu

Get a signature like this - Click Here!

Use ResumeBucket to upload your latest CV.
Bad Examples

Too many colors, different fonts and too much information

Way too much information, you don’t need to list every single way someone can contact you. Also try to avoid using quotes.

No graphics! Font is difficult to read.

Looking for more tips check out the following
http://www.sitepoint.com/creating-an-effective-email-signature/
http://www.hercampus.com/school/illinois/collegiette-s-guide-email-signatures
http://wisestamp.com/goodies/email-signature-for/college-students/