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 test 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 I 2013
555-555-5555 | john@ohio.edu |
http://www.johnsartwork.com
Twitter: http://twitter.com/johnsmith | LinkedIn:
http://linkedin.com/in/johnsmith

John Doe, *Harvard Law 2012*
Mobile: (908) 123-1234 |
johndoe@gmail.com | www.johndoelaw.com

Get a signature like this - Click Here!

Use ResumeBucket to upload your latest CV.

Amy Smith
University of Rhode Island, 2012
Tel: (123)121-1211
amysmith@uriedu.com

Add a link to your Linkedin account.

View my profile on Linked**in**

Bad Examples

John Smith
Owner, President and Lead Designer
Top Design Firm USA

Contact Info:
Office Phone: 555-555-5555
Cell Phone: 666-666-6666
Fax: 444-444-4444
Email: john@johnsmith.com

Websites:
Top Design Firm USA
Top Design Firm USA Blog

Social Media:
Twitter
LinkedIn
Facebook

Too many colors, different fonts and too much information

John Smith
Owner, President and Lead Designer at Top Design Firm USA

Contact Info:
Office Phone: 555-555-5555
Cell Phone: 666-666-6666 (Please use this line if I do not answer at the office.)
Home Phone: 222-222-2222 (Please use this line if I do not answer at the office or on my cell.)
Fax: 444-444-4444
Email: john@johnsmith.com
Skype: johnsmith
AOL IM: johnsmith
MSN: johnsmith
Google Chat: johnsmith

Mailing Address:
1234 Main Street
Smithville, NY 11111

Websites:
Top Design Firm USA - Visit the my website for my business.
Top Design Firm USA Blog - Visit my blog for my business.
John Smith's Blog - Visit my personal blog.
John Smith Photography - Visit my photography hobby site, and be sure to contact me if you have a special event coming up. Mention this email for 10% off!

Social Media:
Twitter - Visit me on Twitter.
LinkedIn - Visit me on LinkedIn
Facebook - Visit me on Facebook.
FriendFeed - Visit me on FriendFeed.

Quote of the Day:
The future depends on what we do in the present. - Mahatma Gandhi

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

Thank you,
Joanna

Joanna Doe
Director of Operations
Kentucky Community and Technical College System
300 North Main Street
Versailles, Kentucky 40383
P: (859) 256-3562

Life's a Beach!

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/