

The Ultimate Guide for Burgeoning Professionals

STARTING WITH THE **BASICS**



Written by Rhiana Thomas
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PREFACE

*How you present yourself is
your marketing statement to
the world.*

Presenting oneself in a professional and respectable manner is essential in building credibility, trust, and opportunities in both academic and professional settings. Society has a way of evaluating individuals based on initial impressions, which include communication style, appearance, and digital presence.

Cultivating professionalism early on lays the foundation for long-term personal and career development. A professional email address, for instance, signals maturity and seriousness to educators, employers, and admissions committees. It distinguishes the individual as someone who values clarity and formality, which are critical in academic and workplace environments.

Similarly, crafting a thoughtful personal statement can encourage self-reflection, goal setting, and the articulation of one's values and aspirations. This practice enhances writing skills while demonstrating initiative and self-awareness—traits that are valued regardless of career stage. For teenagers, it fosters early identity development and prepares them for scholarship applications, internships, and college admissions. For adults, it remains a living document that can evolve with career changes and professional growth. Overall, maintaining professional standards in communication and presentation contributes to a person's social capital and opens doors across all stages of life. It is not merely about appearance but about conveying respect—for oneself and others—in every interaction.

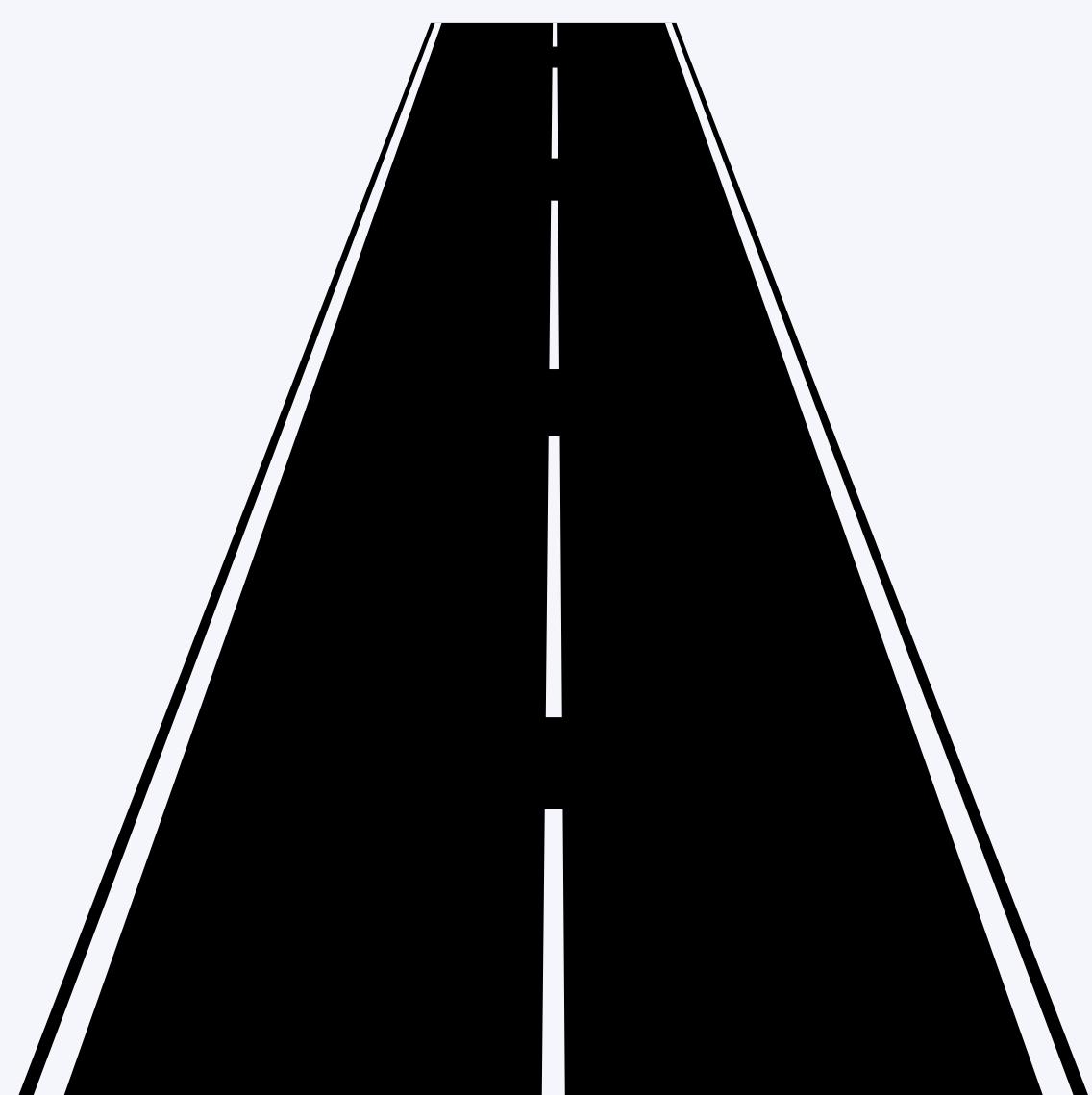
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Introduction: Treat Yourself Like a Business

This guide was created with you in mind—

Whether you're considering entering the workforce, starting your own business, or simply preparing to be a productive citizen, now is the time to start laying a strong foundation.



Chapter 1: Email Creation

Step 1: Go to Gmail's Sign-Up Page

Visit <https://accounts.google.com/signup>
Click on "Create account" > Choose
"For work or business"

Step 2: Create a Professional Username

In the "First name" and "Last name" fields, enter your real or business name. Choose a professional username (e.g., alaia.stevenson@gmail.com).

Avoid using numbers, nicknames, or slang—this will be your business identity.

Step 3: Set a Strong Password

Use a secure password that includes letters, numbers, and special characters.

Confirm the password and click Next.
(e.g., ace#135alaste)

Step 4: Add Recovery Information

Enter your phone number and a backup email (optional but recommended for account recovery).

Fill in your birth date and gender.

Step 5: Choose a Professional Profile

Picture *(optional)*

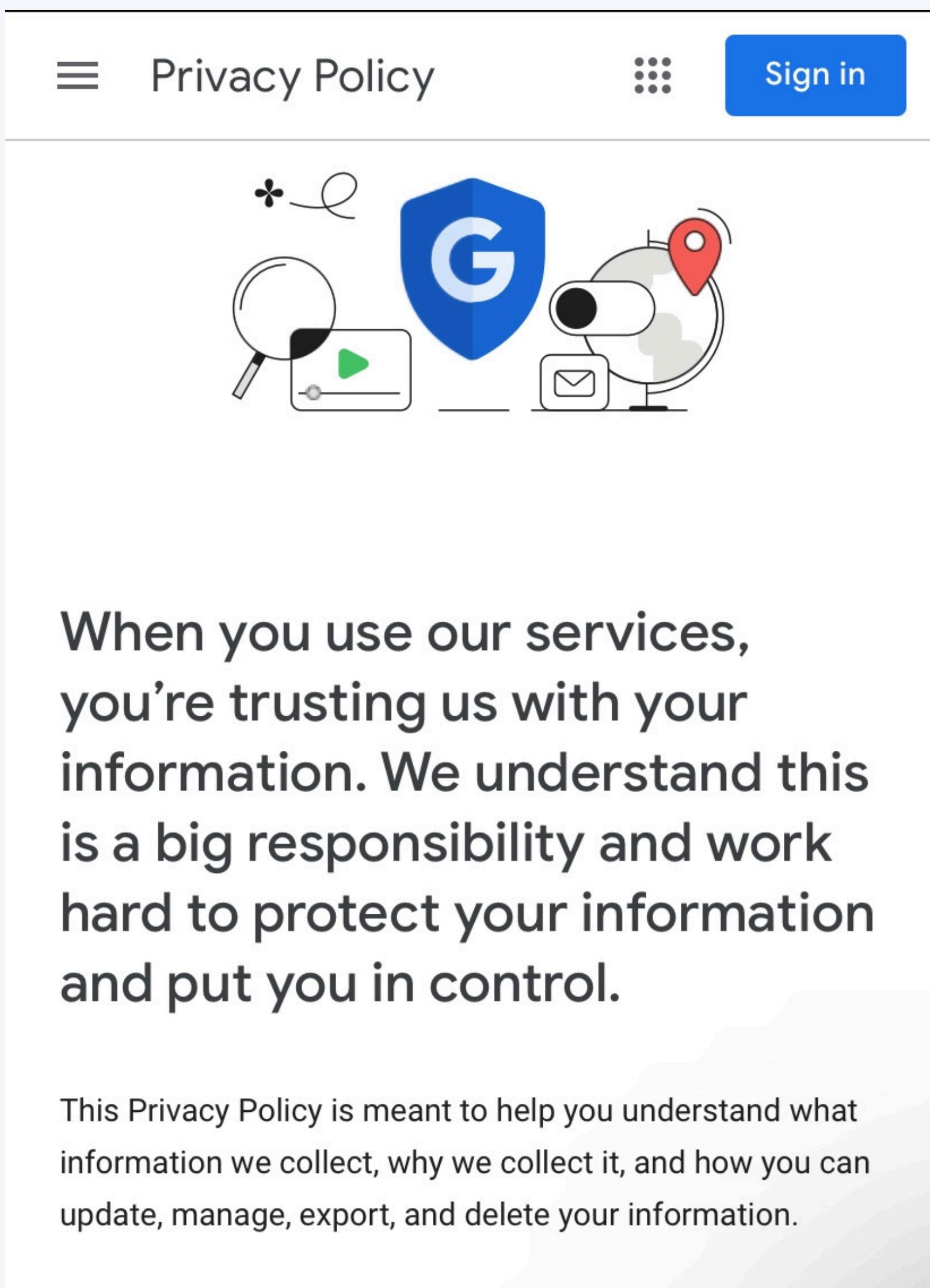
Upload a clean, high-resolution photo of yourself or your business logo.

A professional image can add credibility to your emails and builds trust with recipients. However, don't fret if you have none, as it's not mandatory. Plus, you'll always be able to add one later on.

Step 6: Final Setup

Agree to Google's Terms of Service and Privacy Policy.

Once you're signed in, go to your Gmail Inbox to start organizing your account.



The image is a screenshot of the Google Privacy Policy page. At the top, there is a navigation bar with a menu icon, the text "Privacy Policy", a grid icon, and a blue "Sign in" button. Below the navigation bar, there is a decorative graphic featuring a blue hexagon with a white "G", a magnifying glass over a smartphone, and a camera with a location pin. The main text on the page reads: "When you use our services, you're trusting us with your information. We understand this is a big responsibility and work hard to protect your information and put you in control." At the bottom, a smaller text states: "This Privacy Policy is meant to help you understand what information we collect, why we collect it, and how you can update, manage, export, and delete your information."

Privacy Policy

Sign in

☰

☰

Sign in

When you use our services, you're trusting us with your information. We understand this is a big responsibility and work hard to protect your information and put you in control.

This Privacy Policy is meant to help you understand what information we collect, why we collect it, and how you can update, manage, export, and delete your information.

Chapter 2: Email Writing

Basic Structure of a Professional Email:

1. Subject Line

Make it clear and concise. The recipient should know what your email is about at a glance.

Example:

"Meeting Request: Marketing Strategy Discussion"

"Question Regarding Homework Due April 15"

2. Greeting

Begin with a polite, respectful greeting using the recipient's title and last name.

Examples:

Dear Professor Williams,

Hello Ms. Jackson,

Good afternoon Mr. Rivera,

Tip: If you don't know their preferred title, default to Mr., Ms., Dr., or Professor.

SO FAR

YOUR EMAIL SHOULD LOOK SOMETHING LIKE THIS

google@gmail.com

From theprovidencecampaign@gmail.com



Tuesday's Empowerment Brunch

Good afternoon Mrs. Rivera,

3. Body of the Email

Clearly explain the reason you're writing. Keep your message focused, polite, and professional.

Start with context: Why you're emailing.

State your main point: What you need or are requesting.

Include details: Provide background or attach relevant files if necessary.

Example:

I hope this message finds you well. I'm reaching out to confirm our meeting scheduled for Thursday at 10 AM. Please let me know if this time still works for you or if any adjustments are needed.

4. Farewell / Closing

End your email with a professional sign-off and your contact information.

Examples:

- Best regards,
- Sincerely,
- Thank you,

Then include:

- Your full name
- Your position/title (if applicable)
- Phone number or alternate contact info

Final sign off example:

Best regards,

Alaia Stevenson

Marketing Intern | BrightPath Solutions

alaia.stevenson@gmail.com

(111) 222-3456

Chapter 3: Example

Scenarios (with templates)

*WHEN REACHING OUT ABOUT A
Job/Internship Inquiry*

Subject: Inquiry About Internship Opportunities

Greeting/Introduction: Dear [Hiring Manager's Name],

I hope you're doing well. My name is [Your Name], and I'm a [Your Position or Major]

Purpose for email: interested in opportunities with [Company Name]. I've attached my resume for your review and would appreciate any information about open roles.

Closing: Thank you for your time and consideration.

Sincerely,

[Your Name]

[Contact Info]

WHEN REACHING OUT to a Teacher or Professor

Greeting/Introduction: Dear Professor

[Last Name],

I hope you're doing well. Purpose for email: I had a quick question regarding the [assignment name] due on [date]. I'd appreciate any clarification on [specific part of the assignment].

Closing: Thank you for your guidance.

Best regards,

[Your Full Name]

[Course Name/Section]

DISCLAIMER! Please be conscious of YOUR institution's and/or instructor's policies. There may be specific communication guidelines students are required to follow regarding email correspondence. A common place you may find these guidelines would be your class syllabus.

Example Emails

1. Student to Instructor

Subject: Question About Homework Assignment

Dear Professor Smith,

I hope you are doing well. I am writing to ask a question about the homework assignment due on Friday. I am not sure how to solve question 4, and I would appreciate any guidance you can provide.

Thank you for your time and help.

Best regards,

Alaia Stevenson

Biology 101, Section A

2. Employee to Boss

Subject: Request for Time Off on June 10

Dear Dr. Johnson,

I hope this message finds you well. I would like to request a day off on Monday, June 10, for a personal matter. I will make sure all my tasks are up to date before then.

Please let me know if you need any additional information.

Thank you for your understanding.

Sincerely,

Steve Alan

Marketing Assistant

3. Citizen to Organization

Subject: Inquiry About Community Recycling Program

Dear Sir or Madam,

I am a resident of Lakewood and would like to learn more about the community recycling program. Could you please let me know what materials are accepted and when the pickup days are?

Thank you for your time and assistance.

Sincerely,

Monica Rivera

Lakewood, CA

4. Email Example – Promoting Your Services

Subject: Need a New Website? I Can Help!

Hi [Recipient's Name],

I'm Bella Goth, a freelance web designer helping small businesses build clean, modern websites that attract more customers.

I specialize in:

- Mobile-friendly design
- E-commerce sites
- Fast, SEO-ready pages

If you're thinking about updating your site or starting fresh, I'd love to help. Let me know if you'd like a free consultation.

Best,

Bella Goth

Web Designer

[bella.goth@email.com]

[www.bellagothdesigns.com]

Chapter 4: Creating a Personal Professional Statement

Why It Matters

A personal professional statement is your elevator pitch in writing. Whether you're applying for a job, school, internship, grant, or scholarship—this statement tells people who you are, what you bring to the table, and where you're going. Once you write a strong one, you can tweak it for different purposes without starting from scratch.

What to Include in Your Statement:

1. Introduction – Who Are You?

Start with a sentence or two introducing your background. Include your name (if appropriate), current role or field, and a general overview of your experience.

Example:

I'm a highly motivated environmental science student with a passion for sustainable energy and three years of hands-on research experience in climate data analysis.

2. Highlight Your Strengths & Skills

Mention the skills, qualities, and achievements that make you stand out. This is your chance to market yourself—focus on what you're best at and what people can count on you for.

Example:

I specialize in data visualization and statistical analysis, and I thrive in collaborative research environments. My attention to detail and drive for innovation have helped me lead two award-winning undergraduate projects.

3. Share Your Goals and Vision

Explain what you're working toward—this shows that you're forward-thinking and intentional about your path. Tailor this to the opportunity you're applying for.

Example:

I aim to contribute to sustainable policy development on a global scale, and I'm actively seeking opportunities that combine research, advocacy, and public engagement.

4. Wrap it Up – Why You're a Fit

End with a sentence that ties everything together and connects your goals to the opportunity you're applying for.

Example:

I'm excited to bring my energy, creativity, and research skills to a mission-driven organization like yours.

Example Personal Professional Statement (for a job application):

As a recent graduate in Marketing and Digital Media, I bring a creative eye and strong analytical skills to every project I take on. With hands-on experience managing social media campaigns, developing brand identities, and working directly with clients, I've learned how to blend storytelling with strategy to create meaningful engagement. I'm passionate about using data to drive decisions and love collaborating with teams that are driven by purpose. My goal is to grow into a leadership role where I can help shape the future of digital communication while staying grounded in authenticity and impact.

Bonus: Create a Reusable Outline

Here's a reusable outline you can keep and customize:

Intro: Who you are (name, field, current role/education)

Strengths: 2–3 core strengths, skills, or accomplishments

Goals: What you're working toward or passionate about

Connection: How you align with the specific opportunity

Where to Use It:

- Job applications & resumes
- Cover letters
- College essays
- LinkedIn "About" section
- Grant & scholarship applications
- Personal websites or portfolios

Closing

Maybe you're just starting to apply for jobs.

Maybe you're helping out with the family business. Or maybe you're already running your own hustle—doing nails, mowing lawns, flipping products online.

Wherever you're starting from, one thing is clear:

You are your own business.

And like any business, success starts with having the right tools.

Setting up a dedicated, professional email address may seem like a small detail—but it sends a big message. It shows you're serious, organized, and ready to be taken seriously by clients, customers, employers, or professors.

This guide has equipped you with:

- Step-by-step instructions to create a professional email
- Templates for writing polished, effective messages
- A blueprint for crafting your personal statement—your written elevator pitch for jobs, college, scholarships, and more.

These tools are free, simple to implement, and designed to set you apart.

As you step forward into new opportunities, remember this:

You are the brand. Your time, your skills, your goals—they all matter.

So invest in them.

Start by showing up with clarity, confidence, and professionalism—one email at a time.

Your future is waiting. And it starts with pressing "send."

About This Guide

A practical guide for anyone beginning their professional journey. Learn the basics of communication, self-presentation, and professional organization—starting with the power of a simple email.

About the Author

Rhiana Thomas is a scholar, researcher, and community advocate dedicated to advancing academic equity and fostering intellectual empowerment throughout Louisiana and the greater American South. She is also a strong advocate for professional development and continuing education, creating accessible tools and resources that help learners and emerging professionals build confidence, expand their opportunities, and strengthen their long-term success. Her commitment to education is supported by a strong academic foundation, including a Bachelor's degree in Political Science, with ongoing graduate studies that further enrich her work and expertise.