

## Examples for a Professional Email Address

An email address is the most fundamental form of your online identity. It lets you send and receive emails with anyone, create an account on various websites or apps, receive email newsletters from interesting sources, accept critical notifications, apply for jobs, etc. It's common to see "cool" or "hip" email addresses that were created several years ago whilst the users were in high school or college, such as "**cooldude86@aol.com**", "**crazypunkmaster999@yahoo.ca**" or "**anna2cute@msn.com**". However, these identities are a terrible idea when you use your email account for anything remotely professional. Whether you're scouting for a job, running a business, or building your network, you absolutely need a professional email address.

A good professional email account used in a resumé or on a business card makes a good impact without sticking out as an eyesore. While there's no law that's stopping you from using your high-school email account, it'll almost certainly do you more harm than good and is very likely to be dismissed by recruiters and hiring managers. In this article, we'll explain what makes for a good professional email address format and also give you some great ideas and examples of how to create a professional email address.

## Tips to Create a Professional Email Address

Although creating a professional email address isn't a tough task, here are some things that you should keep in mind:

1. **Keep it Short** — Don't make your professional email address too long. If you have a very long name (like in my case), use a shorter version that's easy to recall.

2. **Make it Pronounceable** — There will be times when you'll have to read your email address out loud to someone, either on the phone or in person and hence, you should try to make your professional email address as pronounceable as possible. There's no way that anyone can understand my last name, so I shortened it to "DRK" in one of my email accounts.
3. **Avoid Diacritics** — Even if the spelling of your full name uses a [Diacritic](#) or accents, you should avoid using the in your email address.

### Professional Email Address Format

The most standard and recommended form of a professional email address is of course the `firstname.lastname@domain.tld` format. But there are some other ways you can get a professional email address, such as:

- `firstnameinitial.lastname@domain.tld`
- `firstnameinitiallastname@domain.tld`
- `firstname.lastnameinitial@domain.tld`
- `firstnamelastnameinitial@domain.tld`
- `firstname@domain.tld`
- `lastname.firstname@domain.tld`

You can also use an underscore to separate the names, although a period is more commonly used these days. Generally, it is best to avoid numeric characters in your professional email address, but you can use it if the situation demands it. Additionally, some websites recommend including your city, profession or skill set in your professional email address. We don't think this is a good idea, and generally discourage this practice. Your professional career may take you to different places and your skill set will evolve over time, so `jason.newyork@gmail.com` and `jason_accountant@gmail.com` will quickly become undesirable.

## Professional Email Address Examples

Here are some good examples of professional email addresses that you can take inspiration from. Although there are no fixed set of rules to follow, it's recommended that you follow one of these formats. Let's take the example of two imaginary persons — **Jason Smith** and **Jessica Graham-Cumming**

- jason.smith@domain.tld
- jasons@domain.tld
- jsmith@domain.tld
- smith.jason@domain.tld
- smithj@domain.tld
- jessicagrahamcumming@domain.tld
- jessica.gc@domain.tld
- j.grahamc@domain.tld
- jgcumming@domain.tld
- gc.jessica@domain.tld
- jgc\_jessica@domain.tld

## Using a Custom Domain for a Business Email Address

If you're running a successful business or just starting off with one, it is considered a good idea to use a custom domain name for your email account. Think about it, if you're selling a service or any product to a prospective customer, what would you rather have printed on your business card? **yourbusinessname222@gmail.com** or **sales@yourbusinessname.com**? A custom domain name instills confidence in your prospective customers that you are serious about your business and not some fly-by-night popup.

More often than not, the custom domain name used for the professional email address is just the primary domain name that you use for your business website but could be different in some cases. These days, it is pretty easy to set up an email account with a custom domain name and

most email service providers will offer you the choice of a custom domain when you sign up for a paid plan.

There are several good email providers that offer Business Email hosting. Google's G Suite offering is arguably the most popular business email service, along with Microsoft's Office 365, FastMail, Zoho Mail, etc.

If you have several departments within your company, your business email address format will be along the lines of:

- sales@yourbusinessname.com
- support@yourbusinessname.com
- hr@yourbusinessname.com
- jobs@yourbusinessname.com

For employee email accounts, just as we explained the format for professional email addresses, it's a good idea to follow one of the following formats

- firstname.lastname@yourbusinessname.com
- flastname@yourbusinessname.com
- firstname@yourbusinessname.com

However, if you're a small business and don't need an abundance of email accounts, we recommend just setting up hello@yourbusinessname.com which can be used as an all-purpose email account for general enquiries, sales queries, support emails, etc. "Hello" is a universally recognized greeting and works well here.