Seneca POLYTECHNIC | NANJI FOUNDATION SCHOOL OF NURSING

Seneca WORKS

Student Email Signature

An email signature is more than just a name at the bottom of a message. It's a key element of **professional communication**. Here's why it matters:

1. **Establishes Professionalism**
   Including your full name, program, and contact details shows that you take your communication seriously and are prepared for professional interactions.
2. **Builds Credibility**
   A clear signature helps recipients identify who you are and your role, which adds trust and clarity to your message.
3. **Creates a Positive First Impression**
   Employers, instructors, and placement supervisors often judge professionalism through written communication. A well-structured signature signals respect and attention to detail.
4. **Provides Easy Contact Information**
   It ensures that anyone reading your email can quickly reach you without searching for your details.

All communication between Seneca and students will be through the Seneca email system ONLY. Students should expect a response within 2 business days (48 hours). Students are expected to check their student email accounts regularly.

The student's email signature should include:

- FULL NAME
- STUDENT NUMBER
- Semester and Program
- Seneca Nanji Foundation School of Nursing

Example:

Florence Nightingale
Student Number: 1234567890
Semester 2, Bachelor of Science in Nursing Program (BSN)
Seneca Nanji Foundation School of Nursing

Students requiring assistance should contact the ITS Student Service Desk - 24/7 for support at 416.764.9900 or servicedesk@senecapolytechnic.ca