SETTING UP A GMAIL SIGNATURE

WHY YOU NEED AN EMAIL SIGNATURE

Having a well designed, easy to read email signature is important when communicating with future employers.

Not only does it increase your professionalism, it allows for easy access to all your important contact information.

HOW TO GET STARTED

Step 1:

Open your gmail account. On the top right, click the gear Icon.

Step 2:

Once you have it opened, select "Settings."

Step 3:

Scroll down until you find "Signature." with an empty text box beside it.

In this box you will Copy and paste the template provided or find your own template.

Step 4:

Fill in the appropriate information and make sure to save your signature.

Now, every time you start an email the signature will begin at the bottom of the page.

TEMPLATE

First and Last Name
Title (I.e. Lineman, student, etc.)

Phone: xxx.xxx.xxxx
Email: firstlast@gmail.com
Mailing Address

EXAMPLE

John Doe
Lineman at xpower

Phone: 555.555.5555
Email: Johndoe@gmail.com
555 55st NE Trenton GA, 30752