How should I format my Email Out?

Due to Curtin University policy relating to internal communications, all paid employer electronic direct mail (EDM) must be sent in a set format from the central Curtin Careers & Employment Centre inbox (careers@curtin.edu.au).

Employers are able to apply individual corporate branding to the messages as appropriate.

Please see below for a guide.

Subject: *Please tell us you preferred Subject Title*

Images should be uploaded/forwarded as separate jpg, png or gif files.

Body text fonts can be formatted with the use of Colour, Bold, *Italic*, Underline and **Size**.

Font family is restricted to the use of Arial, Helvetica, Georgia, Times New Roman and Monospace.

Curtin Careers & Employment Centre signature and Curtin logo included in each mail out.

If you have any questions about the suitability of your email content, please liaise with us and we will be happy to assist. Many thanks.