



# PHYSICIANS MEDICAL FORUM

"The ultimate reason to become a medical doctor is to help people. PMF is in this business"

## DOCTORS ON BOARD® PROGRAM AND INTERNSHIP

### 2025 Workshop: Communication 101 – Email, Virtual & More

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#### Workshop Panel:

-Stalfana A. Bello, M.P.A., Executive Director, Physicians Medical Forum

-Stephanie Lawless, *Clinical Research Coordinator*, Hematopoietic Malignancies Program, UCSF Helen Diller Family Comprehensive Cancer Center and 2026 Candidate for Medical School

#### I. EMAIL COMMUNICATIONS

##### 1. Make sure your email address for professional communications is just that **PROFESSIONAL!**

- No nicknames, no inappropriate titles, and preferably have your name (or at least part of your name) somewhere in the email (this makes it easier to identify you)
- Sometimes an inappropriate email address can send your message to spam
- Consider establishing a separate Gmail account for premed, medical school and residency communications. **DON'T FORGET TO USE IT.**
- When you are completing application and other important information and need to type in your email, double check it to make sure it is correct

##### 2. If you are replying to an email someone sent you:

- Make sure you have addressed their message IN FULL – if they have asked for certain information, be sure you have responded accordingly and complete your response before hitting send
- Please use spell check – You don't want to have typos in your emails
- Include your full name and contact number at the end of the email that are professional

#### Examples:

Tijjaan Henderson  
University of California, Berkeley  
B.S. Bioengineering | B.S. Business Administration  
(XXX) XXX-XXXX | tissah@berkeley.edu | LinkedIn

OR

Kind Regards,  
Demond Rodgers, Jr.  
Medical Student, First Year,  
University of California, Davis School of Medicine  
Phone: (XXX) XXX-XXXX

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OR



**Ziad Mohamoud Jowhar**

M.D./Ph.D. Candidate, School of Medicine

**University of California, San Francisco**

ziad.jowhar@UCSF.edu | mobile: XXX-XXX-XXXX

Pronouns: He/Him/His

OR

Jacob Williams

LinkedIn | jacob.williams@berkeley.edu

[Intended] MCB Neurobiology and Business Administration

University of California, Berkeley | Class of 2024

“Live your life as though your every act were to become a universal law”

OR

Stephanie Lawless

Project Coordinator – Doctors On Board Program & Internship

Physicians Medical Forum

Post Baccalaureate, CSUEB 2-Y Student

Medical School Candidate | 2023

Cell: (XXX) XXX-XXXX

### **3. Know the difference between “REPLY” and “REPLY ALL” – they are NOT INTERCHANGEABLE**

- Do not accidentally send a personal message to everyone on the email thread
- Reply is to send just to the person you received the email from
- Reply to All includes the CC list
- Know when to use Bcc: (blind copy – if sending to a group, they will not see these recipients)

### **4. Formatting is important – use paragraph breaks when writing emails**

- Do not just have a chunk of text. Separate into short paragraphs (even a sentence or two can be considered a “paragraph”) **by topic**

### **5. Formatting is important – use paragraph breaks when writing emails**

- No slang, no abbreviations (unless it is the name of an organization, etc. that the recipient is familiar with), no “texting” language
- Be careful with your abbreviations – **remember this is not a TEXT message**
- Well written concise email could make a lot of difference for support, admissions, scholarships, etc.

### **6. If someone indicates a message is important or urgent, respond in a timely manner (ASAP)!**

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## **7. Utilize the subject line efficiently**

- Include a Subject Line that reflects what you are doing. Sometimes you may want to change/update the subject line. For example: the original email was general but now you are requesting information on a scholarship. This helps the reader to respond better and even more timely to you.
- Can be short and straight to the point to give your recipient an idea of what your message is regarding
- This can also help distinguish your message if the person receives a lot of emails per day

## **8. Greet your recipient properly and use proper closing statements/sign-offs**

- Use their name and/or organization name in your email
- These can be short and sweet if necessary, but do not just go straight into your message - especially if this is someone you are not very familiar with!
- Keep it professional

## **9. Introduce yourself**

- Give some context on who you are IF this is someone who does not know you, or give a reminder (who you are, where you met, etc.) if it is someone you have not communicated with for some time

## **10.If you are trying to set up a meeting, offer several potential dates/times for the recipient to choose from**

- Make sure to indicate flexibility if they are unavailable during those times

## **11.Proofread before hitting “SEND”**

- Make sure you are being clear and concise, and make sure your message will be understood as intended by the intended recipient
- What is the purpose of the message? What is your “ask”?
- Spelling errors can sometimes lead to confusion and the need for more (unnecessary) email correspondence
- Double check email addresses and phone numbers

## **12.Be kind and courteous**

- People are busy and may not always get back to you right away. Be patient and follow-up gently/kindly if need be (and if enough time has passed)
  - Do not make demands, instead ask for someone’s “consideration” of your request
  - Be flexible! There will come a time when you might need someone’s grace and flexibility, so offer the same in your communications
  - Thank them for their time and consideration. NEVER in a text. Always send in an email.
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- Make sure you email or send a note of “thank you that expresses your appreciation and that it is appropriate and fits the gift/award/letter, etc.” Remember, this represents who you are and your appreciation.

Examples:

If someone gives you a \$2,000 scholarship, grant or award

OR

writes a letter of recommendation for you

OR

assists you with getting into a program, job, internship or other opportunities

OR

provides you with some valuable information that was helpful to you, etc.

## **II. OTHER COMMUNICATIONS**

### **1. Zoom tips**


- Mute microphone when you are not speaking
- Turn on camera if and when appropriate
  - Make sure you have an appropriate background image, OR that there is not too much distraction in the space behind you
- Do not interrupt speakers
  - Use chat box or “raise hand” feature

### **2. Telephone tips**

- Have a professional voicemail set up and make sure your voicemailbox is not full
  - Do not call people too late (unless you know them personally and their preferences)
  - Make sure you give the correct phone number to others who might try to reach you
  - Ask about preferences: calls, texts or emails?
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### 3. Update your LinkedIn Profile

- Add Physicians Medical Forum – Doctors on Board - College Preparatory Career in Medicine Program
- Project Coordinator
- Program Coordinator/Outreach
- Other PMF activities
- Scholarship, stipends, etc.




**Limi A.**  
MD Candidate  
San Francisco Bay Area · [Contact info](#)  
500+ connections  
[Message](#) [More](#)

**David Geffen School of Medicine at UCLA**

**About**


I am a recent graduate from UC Berkeley with experience working in a healthcare setting using a public health lens. I am pursuing medicine and interested in furthering my experiences in the medical field and open to opportunities in the healthcare industry.


**Education**


**University of California, Berkeley**  
Public health , Public Health  
2014 – 2018

**Skills**


**Public Speaking**


 Endorsed by Robael Gizachew who is highly skilled at this

 Endorsed by 4 colleagues at LifeLong Medical Care


 7 endorsements


**Public Health**

 Endorsed by 3 colleagues at LifeLong Medical Care

 4 endorsements


**Community Engagement**


 Endorsed by 3 colleagues at LifeLong Medical Care


 4 endorsements


[Show all 13 skills →](#)


**Experience**

**MD Candidate**  
David Geffen School of Medicine at UCLA  
Aug 2021 – Present · 9 mos

**Program Assistant and Outreach**  
PHYSICIANS MEDICAL FORUM  
May 2016 – Present · 6 yrs  
Oakland, CA  
As a program assistant I plan and execute the yearly Doctors on Board Pipeline Program for 150-200 black and other minority students. This program ...see more

**Resource Navigator for COVID-19 CI/CT Program**  
LifeLong Medical Care · Full-time  
Dec 2020 – Jun 2021 · 7 mos

**Peer Navigator**  
Stanford Medicine Office of Community Engagement  
Dec 2018 – Dec 2020 · 2 yrs 1 mo  
The focus of this group is on African-American women and breast cancer. This group is under the office of community engagement, and we consist o ...see more

**Americorps Recruitment & Capacity Leader**  
LifeLong Medical Care  
Dec 2019 – Sep 2020 · 10 mos

[Show all 10 experiences →](#)

### 4. Other tips

- When providing photos of yourself for professional use, or when choosing photos for profiles (Zoom, email, LinkedIn, etc.):
  - Try not to use selfies – if possible, have anyone you know take a photo of you
  - Make sure you are dressed appropriate
  - Take pictures against plain backgrounds (a wall works just fine!)
  - Try to center yourself in the frame and leave margins around your silhouette