

# UNITED STATES COAST GUARD AUXILIARY



Recreational Boating Safety Visitation Program  
U.S. Coast Guard Auxiliary District 7  
**SAFETY STARTS HERE**



## SUGGESTED PRACTICE: EMAIL SIGNATURES

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Your signature tells a lot about you and your accomplishments. Make it look great!

### MULTIPLE SIGNATURES

You may have multiple certifications, qualifications, as well as elected and/or appointed positions. Use them judiciously in your signature when composing emails. Do you really need to list every certification and position? Consider creating a separate email signature for a specific program, purpose or identity. For example:

John Q. Public  
ADSO-PV Sector San Juan  
U.S. Coast Guard Auxiliary  
(email address)  
(phone number)

John Q. Public  
DCDR, IPFC, FSO-CS, Coxswain  
USCG Auxiliary Division 1, Flotilla 11  
(email address)  
(phone number)

### SIGNATURE FONTS & SIZES

Your signature font should not differ significantly from the email content. If you use Times New Roman 12 pt. for the body of your email, your signature should be the same. There is no value in making your email or signature a different color, very large type, bold type, italics, in all capital letters or in a different font; in fact, it can be distracting from the message. Classic simplicity looks more professional.

### SENDING EMAILS INSIDE & OUTSIDE THE AUXILIARY

It is common practice to abbreviate and use acronyms in your signature within the Auxiliary because Auxiliarists generally understand their meaning. A complete list of Auxiliary acronyms can be found [here](#).

When sending emails outside the Auxiliary, avoid using abbreviations and acronyms. Don't assume the recipient knows what an acronym means: spell it out for clarity to the reader.

### LOGOS, PERSONAL MESSAGES & QUOTATIONS

Avoid the use of logos, personal messages and/or quotations imbedded in your email signature. When forwarding emails, this type of signature takes up a lot of space. If the same email is forwarded several times (i.e.; DCAPT-DCDR-SO-FSO-Members), multiple signatures create a very lengthy email message. Adding logos, personal messages and/or quotations adds unnecessarily to the message length.