

Sample Message to a Potential Mentor

[Mentor's Username],

Introduce yourself: My name is [First Name] and I'm a [first-year, second-year, third-year, or fourth-year] studying [major] at Northwestern. In addition to my studies, I currently participate in [co-curriculars] and I have previously worked as [internship experience/work experience].

Address why you think this mentor would be a good fit for you: It was great to see your profile listed in the Northwestern Network Mentorship Program platform. I'd like the opportunity to hear about your experiences in a career [in field/at company/as a job title]. I'm interested in becoming a [job title], and I thought your background puts you in an excellent position to advise me.

Add, if applicable, something that stuck out to you about this mentor's profile: I noticed that you mentioned in your profile that you [really enjoy working with students]... You mentioned in your profile that you have some expertise in [something specific you'd like to learn about], which caught my eye because I'm interested in learning more about that... Your profile caught my attention because [you seem enthusiastic about mentoring students and I'm excited to work with someone so passionate].

Address what you want to get out of the mentorship relationship: I'm looking for a mentor because [I'm about to graduate and I've recently started job searching. I'd appreciate your tips about networking, interviewing, and salary negotiation. I'd also like to learn more about the [industry name] industry and your experiences in your career so far.

Address how you'd like to interact and how much time and attention you think you'll need: While I'd prefer to meet in person for about an hour once a month if possible, I understand you have a busy schedule. If we need to meet via Skype or phone, that will work for me as well. [Include time of day] tend to work best for my schedule. My hope is that I can find a mentor with whom to work for 3-4 months. Of course, if we achieve our goals sooner or we're really enjoying our time together, we can discuss concluding our relationship earlier or extending it to longer than four months.

Conclude with a thank you: Thank you for considering me as a mentee. I hope we'll get the chance to connect.

Sincerely,

[Your First Name or Username]