HOW TO MESSAGE YOUR MENTOR

HOW TO REQUEST A MENTOR
Once you have identified your preferred mentor, select the “request mentor” button. A message box will appear, and this is your chance to make a first impression! Mentors may receive several mentor requests, so be sure to personalize this message.

We recommend including a message following this guide:

[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 the University of Georgia. In addition to my studies, I currently participate in [co-curricular] and I have previously worked as [internship experience/work experience].

Address why you think this mentor would be a good fit for you
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 mentor me.

Address what you want to get out of the mentorship relationship
I’m looking for a mentor because [I’d appreciate your tips about networking, interviewing, and salary negotiation.] I’d also like to learn more about the [industry name] 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.

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]