

## **EARN: Economics Alumni Relationship Network Sample Message to a Potential Mentor**

Making a good first impression with your mentor is important! Below is a rough structure and an outline for what to include in your initial mentor request.

[Mentor's Name],

Introduce yourself.

- What is your name?
- What year are you?
- What do you do on campus?

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

- Acknowledge that you have reviewed their profile
- Share what you would like to learn more about (i.e. their career, company, job, etc.)
- What about your interests connects you to their profile?

Add, if applicable, something that stuck out to you about this mentor's profile.

- Did they include something in their profile that caught your eye?
- Did they mention an area of expertise you would like to grow more in?

Address what you want to get out of the mentorship relationship?

- Are you job searching? Looking for career guidance? Looking for help interviewing?
- What specifically do you want their help with?
- Share what you would like to learn more about.

Address how you'd like to interact and how much time and attention you think you'll need.

- How long do you anticipate the duration of your mentoring relationship to be?
- How would you like to communicate?
- Are you willing to extend the relationship or cut it shorter depending on the needs of the mentor?

Conclude with a thank you and a hope for future connection.

Sincerely,

[Mentee Name]