



Mentoring Program

Sample Email Introduction

Introducing yourself to someone new can feel intimidating, but a well-crafted email can set the tone for a positive and productive mentoring relationship. Use the template below to help you confidently start the conversation with your new mentor.

[Mentor's Name],

My name is [Your Name] and I am a [junior, senior, graduate student] studying [major] at [School Name]. I am excited to get your professional advice and perspective.

I have always enjoyed [subject or interest], and I am fascinated by [aspect of the profession that interests you]. This interest has me leaning towards a career as a [desired role]. I recognize there are many routes to success and would value your insights on which path would be best for me.

I am available to meet [days and times]. Would any of these work for your schedule? Please let me know what works best for you so we can schedule our first meeting.

I look forward to getting to know you and learning from your experience.

Sincerely,

[Your Name]