



## CONTACTING YOUR MENTOR FOR THE FIRST TIME

Mentees participating in this program are expected to take the first step in reaching out to their mentors. Below are a few helpful tips for making first contact with your alumni mentor.

### Email subject lines

The subject of your email should be short and concise, introducing yourself as the mentee. Examples:

- AUP Global Mentoring program
- AUP Global Mentoring program: I am your mentee!
- I am your AUP Global Mentoring program mentee

### Greeting your mentor

Be formal when addressing your mentor; address them as "Mr.," "Mrs.," "Ms.," "Dr.," etc. in the initial contact. As a tip, make sure you check their degree level information and/or profession to help identify the proper title. Examples:

- Dear Dr. Phil,
- Dear Ms. Marvel,
- Dear Mr. Rogers,

(Note: Informal greetings such as "Hey," "Hi," or "What's up," are inappropriate. They are too chatty and casual, giving the impression that the writer doesn't understand email etiquette).

### Introducing yourself

Share your name and a little bit about yourself; your major, degree level, and hometown are often great pieces of information to include. Also, remember not all acronyms for majors and degrees mean the same thing to alumni and to students. It is a good idea to write out your full degree. Examples:

- My name is Elle Woods and I am a Junior majoring in International Finance from Miami, Florida.
- My name is Harry Potter and I am a Graduate student in the Global Communications (MAGC) program. I was born and raised in London, England.

Explain your reason for writing

Let your mentor know that you've been paired through the mentoring program at AUP. Examples:

- You and I have been paired through the AUP Global Mentoring program this year and I am reaching out to touch base with you.
- I received your contact information through the AUP Global Mentoring program and am excited to have you as my mentor this year!
- I am reaching out because I just received my pairing information from the AUP Global Mentoring program and am excited that I have been paired with you!

Share more about yourself/add a personal touch

Your mentor will have received a similar pairing e-mail to the one you received, with some information about your interests, but take this opportunity to paint a better picture of who you are. Topics like hobbies, extracurricular interests, and some high-level goals are all great introductory details. Examples:

- I want to share a little bit more about myself. Outside of classes, I enjoy music, writing, and traveling. I am also a huge TV/Film fan and write reviews and analyses on my personal blog!
- I am hoping to get involved with an internship at a film studio but am also considering graduate school in communications.

Set action items

Throughout the mentoring program, it is important to be purposeful and set goals for each interaction. In this instance, letting your partner know that you're looking forward to hearing from them and politely requesting a response would be an appropriate objective. Examples:

- I am looking forward to learning more about you! Please let me know if you have time to set up a phone call or meeting so I can learn more about you and we can discuss our mentoring relationship.

Formally end the email

Be polite and professional throughout the email. Consider thanking your mentor for volunteering their time to serve as a mentor. Use one of the following closings to end the e-mail before signing your name:

- Sincerely,
- Best regards,
- Thank you,
- All the best,

## Sample e-mail

Subject: AUP Global Mentoring program: I am your mentee!

Dear Mr. Spielberg,

My name is Arielle and I am a Senior majoring in Film Studies at The American University of Paris (AUP). We have been paired through the AUP Global Mentoring program and I am reaching out to touch base with you.

I want to share a little bit more about myself. Outside of classes, I enjoy music, writing, and traveling. I am also a huge TV/film fan and write reviews and analyses on my personal blog! I am hoping to get involved with an internship at a film studio but am also considering graduate school in communications.

I am looking forward to learning more about you! Please let me know if you have time to set up a phone call or meeting so I can learn more about you and we can discuss our mentoring relationship.

Thank you for taking the time to serve as a mentor in the Global Mentoring program! I look forward to hearing from you soon.

Best regards,

Arielle