



Email Introduction Template

Now that you've been matched with a mentor, it's time to introduce yourself as soon as possible. Email is usually the preferred method for the initial conversation. If you're not sure what to say, follow this formula:

Intro Sentence:

Address your mentor using the proper formality. You should address him or her as "Mr.", "Mrs.", "Ms.", "Dr.", etc. for this first contact. If you are unsure of your mentor's preferred pronouns, "Dear First Name, Last Name" is perfectly acceptable.

Introduce Yourself:

Tell your mentor your name and a little bit about yourself, including your degree level, academic interests and hometown.

Explain Your Reason for Writing:

Let your mentor know that you've been paired through the AOE Alumni Mentoring Program and why you're reaching out.

Share More About Yourself:

Share a few more details about yourself that add a personal touch to your e-mail. Topics can include hobbies, extracurricular interests, and some high-level goals, which are all great introductory details.

Set Action Items:

It will be important to set action items for your next communication each time you and your mentor communicate. In this instance, it is appropriate to let your mentor know that you're looking forward to hearing from them.

Formally End the E-mail:

Be polite and professional when ending your e-mail. Consider thanking your mentor for volunteering their time and use one of the following closings to end the e-mail before signing your name: Sincerely, Best regards, Thank you, or All the best.

Example Introduction Email:

Dear Dr. Smith,

My name is Jessica Johnson and I am a 3rd year AOE student from Fairfax, Virginia. I received your contact information through AOE Alumni Mentoring Program and am excited to have you as my mentor this semester! I also want to share a little bit more about myself; Outside of classes, I enjoy running, cooking, and traveling. I am also a huge Virginia Tech football fan and attend as many games as I can! In the near future, I am hoping to get involved with undergraduate research in my field, but am also considering participating in the co-op program. I am looking forward to learning more about you too. Please let me know if there is a time we can set up a phone call so I can learn more about you and we can discuss our mentoring relationship.

Sincerely,

Jess

Note: "Sign" your e-mail with the name you'd like your mentor to call you. If your name is "Jessica", but you prefer to go by "Jess" use that. On the flipside, take note of how your mentor signs their e-mails and use that name when you address him or her.

Please note, this template is meant to be used as a guide. Feel free to use your own wording and your own voice! Remember, though, that this is the first impression you will be making on your mentor, so be polite, professional, and not overbearing.