

Mentee Sample Email Template

[Mentor's First and Last Name],

I would like to thank you for dedicating your valuable time and energy to the Wildcat Alumni Career Mentor Program, to help increase my preparedness, confidence, and knowledge related to my future career.

I wanted to share a little bit more about myself with you. [Share information about classes/work, what you enjoy, what you are hoping to get involved with, etc.]

I am looking forward to learning more about you and your career at our first meeting. Below are a few dates and times that work well with my schedule, if these do not work please provide further availability. I would be happy to meet in person or virtually.

- List 3 or 4 dates and times (one on each bullet)
- Date, Time (EST)
- Date, Time (EST)

Thank you again for taking the time to serve as a mentor in the Wildcat Alumni Career Mentor Program! Please let me know if you would like any materials (i.e., resumes) prior to our first call. I look forward to hearing from you soon.

Best Regards, (Sincerely, Thank you, All the best)

[Mentee's First and Last Name]