

Mentee Sample Email

[Mentor's First and Last Name],

I would like to thank you for dedicating your valuable time and energy into the CUmentor program, to help increase my preparedness, confidence, and knowledge related to my future career.

After reviewing your information, I would like to set-up a phone call to discuss our partnership moving forward (i.e. goals during the program, preferred contact method, setting a consistent meeting time, etc.).

Below are a few dates and times that work well with my schedule, if these do not work please provide further availability.

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

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.

Thank you,

[Student's First and Last Name]

[Email address]

[Cell phone number]