# UGA MENTOR PROGRAM
# HOW TO REQUEST A MENTOR

*Finding a great mentor through the UGA Mentor Program is easy! Use this guide below, but also know you can reach out for help at [ugamentor@uga.edu](mailto:ugamentor@uga.edu)!*

## HOW TO REQUEST A MENTOR:

- Once you have identified a mentor, select the "Request mentor" button. A message box will appear, and you can send them a personalized message. Please note that the "request a mentor" button is for a 16-week connection and the "send message" feature is to request a Quick Chat.





## SAMPLE TEMPLATE:

Sending the initial can sometimes be the most intimidating part of this process, but remember that the alumni WANT you to connect with them! Using the template below as a guide, you can send a personalized message that is sure to impress your mentor!

- Introduce yourself and share a bit about your academic and professional experience
- Address why you want to connect with this person and what makes you think it will be a good fit. This is also where you can share what you hope to gain from this connection
- Add how you want to engage and how often you'd like to meet
- Wrap up with a "thank you"

*Dear {Mentor's Name},*

*My name is [First Name] and I'm a [first-year, second-year, third-year, fourth-year, graduate/professional student] studying [major]. In addition to my studies, I currently participate in [co-curricular], and I have previously worked as [internship experience/work/research experience].*

*I'd like the opportunity to hear about your experience navigating UGA and your personal and professional story. I'm interested in entering [field/industry], and I would like to learn more about your career path and experience. Specifically, I would like to better understand what experiences/knowledge/skills set you up for success.*

*While I'd prefer to meet 1-2 hours/month if possible, I understand you have a busy schedule. [Include days and times] work best for my schedule.*

*Thank you for considering me as your mentee!*

*Respectfully,*

*Your Name*