

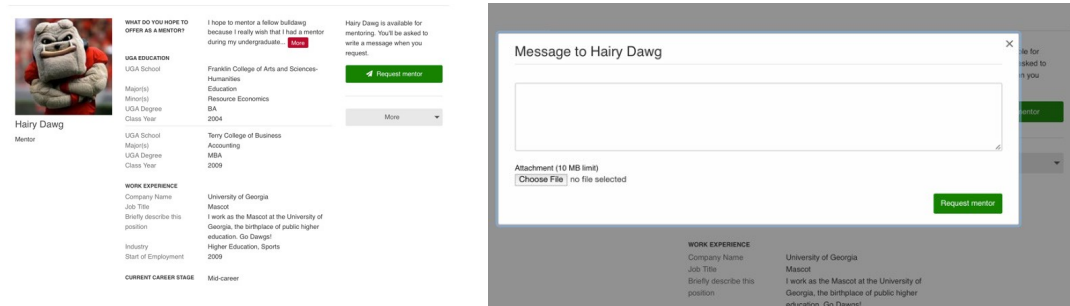


Mentor Program  
UNIVERSITY OF GEORGIA

# HOW TO REQUEST A MENTOR

## How to request a mentor

Once you have identified your preferred mentor, select the “Request mentor” button. A message box will appear, and this is your chance to make a first impression! Be sure to personalize this message.



We recommend including a message following this framework:

Dear [Mentor’s Name],

### Introduce yourself

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].

### Address why you think this mentor would be a good fit for you

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 believe your background puts you in an excellent position for you to serve as my mentor.

### Address what you want to get out of the mentorship relationship

I’m looking for a mentor, because I’d appreciate your wise counsel regarding [fill in the blank]. I’d also like to learn more about your [field/industry name] and what experiences/knowledge/skills set you up for success.

### Address how you’d like to interact and how much time and attention you think you’ll need

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; however, I am flexible.

### Conclude with a thank you

Thank you for considering me as your mentee; I am hopeful we’ll have the opportunity to develop a meaningful and impactful mentoring relationship.

Respectfully,

[Your First and Last Name]