

SAMPLE EMAIL TO MENTOR

Email Subject Line ideas: TU Mentor Database; TU Career Mentor

Dear **Mr./Ms. {Mentor Last Name}**:

My name is **{FirstName LastName}** and I'm a **{Year in School}** student at Towson University majoring in **{major}** with a concentration in **{_____}**. I found your information from the Career Center's Career Mentor Database. I see that you are an **{Mentor's Job Title}** for **{Organization Name}** and I'm really interested in learning more about a career in **{field}**. Would you have time to tell me about what you do and how your career progressed after graduating from Towson?

If you are available, I am able to connect by phone, by email, or in-person, whichever is more convenient for you. My email is **{Email}** and my phone number is **{Phone Number}**. I hope to hear from you soon. Thank you for your time!

Sincerely,

FirstName LastName

Dear Ms. Smith:

My name is Mary Land and I am a student at Towson University. I found your information through the Career Center's Career Mentor Database and was hoping you would share some of your story with me. I am currently majoring in environmental science, and I think that working for the Chesapeake Bay Foundation is very fascinating. As I am in the process of defining my own career direction, I would love to hear about your career journey and what you do in your role as a restoration specialist.

I am available to connect either on the phone (410-555-5555), by email (mland9874239@students.towson.edu), or in person, whichever option is more convenient for you. Thank you so much for your time, and I look forward to hearing more about what you do.

Thank you,
Mary Land

****These emails are sample, not templates. Make sure you are writing a professional and personalized email to each mentor you contact.**