



ba **MENTORING**

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Explain your reason for writing

Let your mentor know that you've been paired through the mentoring program at AUP. Examples:

- You and I have been paired through the AUP Global Mentoring program this year and I am reaching out to touch base with you.
- I received your contact information through the AUP Global Mentoring program and am excited to have you as my mentor this year!
- I am reaching out because I just received my pairing information from the AUP Global Mentoring program and am excited that I have been paired with you!

Share more about yourself/add a personal touch

Your mentor will have received a similar pairing e-mail to the one you received, with some information about your interests, but take this opportunity to paint a better picture of who you are. Topics like hobbies, extracurricular interests, and some high-level goals are all great introductory details. Examples:

- I want to share a little bit more about myself. Outside of classes, I enjoy music, writing, and traveling. I am also a huge TV/Film fan and write reviews and analyses on my personal blog!
- I am hoping to get involved with an internship at a film studio but am also considering graduate school in communications.

Set action items

Throughout the mentoring program, it is important to be purposeful and set goals for each interaction. In this instance, letting your partner know that you're looking forward to hearing from them and politely requesting a response would be an appropriate objective. Examples:

- I am looking forward to learning more about you! Please let me know if you have time to set up a phone call or meeting so I can learn more about you and we can discuss our mentoring relationship.

Formally end the email

Be polite and professional throughout the email. Consider thanking your mentor for volunteering their time to serve as a mentor. Use one of the following closings to end the e-mail before signing your name:

- Sincerely,
- Best regards,
- Thank you,
- All the best,

Sample e-mail

Subject: AUP Global Mentoring program: I am your mentee!

Dear Mr. Spielberg,

My name is Arielle and I am a Senior majoring in Film Studies at The American University of Paris (AUP). We have been paired through the AUP Global Mentoring program and I am reaching out to touch base with you.

I want to share a little bit more about myself. Outside of classes, I enjoy music, writing, and traveling. I am also a huge TV/film fan and write reviews and analyses on my personal blog! I am hoping to get involved with an internship at a film studio but am also considering graduate school in communications.

I am looking forward to learning more about you! Please let me know if you have time to set up a phone call or meeting so I can learn more about you and we can discuss our mentoring relationship.

Thank you for taking the time to serve as a mentor in the Global Mentoring program! I look forward to hearing from you soon.

Best regards,

Arielle