



SAMPLE EMAIL TO MENTOR

Email Subject Line ideas: OCU Mentor Database; OCU Career Mentor Request

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

My name is {First Name Last Name} and I'm a {Year in School} student at Oklahoma City 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?

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,

First Name Last Name

Dear Ms. Smith:

My name is Annie Stoodant and I am a student at Oklahoma City University. I found your information through the OCU Career Center's Alumni Mentor Database and was hoping you would share some of your story with me.

I am currently majoring in economics, and I think that working for the Round Tree Foundation is fascinating. As I am in the process of defining my own career direction, I would love to hear about your career journey and more about what you do in your role.

I am available to connect either on the phone (405-555-5555), by email (anniest1@students.ocu.edu), or in person, whichever option is more convenient for you. Thank you for your time, and I look forward to hearing more about what you do.

Sincerely,

Annie Stoodant