



Sample Follow-up and Thank You

After you meet with a mentor, be sure send a thank you note by email or regular mail:

- Write professionally, clearly, and without grammatical errors
- Express your gratitude for their time
- Include detail from your conversation to convey your interest

SAMPLE THANK YOU EMAIL/LETTER

Dear Mr. Smith:

I really enjoyed meeting with you today and greatly appreciate your insight into the field of marketing. I find your work with the Buzz project to be very interesting and I learned a lot about the different areas of the industry.

Again, thank you for your time and sharing your expertise with me. I look forward to talking with you again soon.

Thank you,
Annie Stoodant

If you have allowed for a 5 – 10 day response time from a potential mentor, you can send a friendly reminder of your interest.

SAMPLE FOLLOW UP EMAIL

Dear Mr. Smith:

I emailed you a little over a week ago, but I have not received a response. I know that you are a very busy professional, so I wanted to confirm that you received my initial email sent on September 21. To reiterate, I found your information on Oklahoma City University's Career Alumni Mentor Database and I am very interested in hearing about your position at OZ Organization.

Thank you so much for your time and consideration.

Sincerely,

Annie Stoodant