

# MENTOR JACKETS

## E-mail Introduction Template

Now that you've been paired, it is important to reach out to your Mentor Jackets partner as soon as possible. Usually, e-mail is the preferred method of initial communication. Not sure where to start in sending an e-mail to your partner? Follow this formula as a template to get you started!

### **Subject:**

Make sure the subject of the e-mail includes "Mentor Jackets."

Examples:

- *Mentor Jackets: I am your mentor/mentee!*
- *I am your Mentor Jackets mentee/mentor*
- *Introducing myself as your Mentor Jackets mentee/mentor!*

### **Greeting:**

Address your partner using the proper formality. If you're a student mentee reaching out to your alumni mentor for the first time, you should address him or her as "Mr.," "Mrs.," "Ms.," "Dr.," etc. for this first contact. As a tip, make sure you check their degree level information and/or profession to help identify whether the proper title. Note, informal greetings such as "Hey," "Hi," or "What's up," are inappropriate. They are too chatty and colloquial giving the impression that the writer doesn't understand email etiquette.

Examples:

- *Dear Dr. Smith, (then continue on the next line)*
- *Dear Ms. Patel, (then continue on the next line)*
- *Dear Mr. Lee, (then continue on the next line)*

### **Introduction of Yourself:**

Tell your Mentor Jackets partner your name and a little bit about yourself. Your major, degree level, and home town are often great pieces of information to include. Also, remember not all acronyms for majors and degrees mean the same thing to alumni and to students, so it is a good idea to write out your full degree.

Examples:

- *My name is Hannah Johnson and I am a 2<sup>nd</sup> year Public Policy undergraduate student from Savannah, Georgia.*
- *My name is Liang Gu and I am an Electrical and Computer Engineering PhD student from Beijing, China.*
- *My name is Stanley Davis and I graduated in 1971 with an Architecture degree. I currently reside in Kansas City, Missouri.*

### **Explain Your Reason for Writing:**

Let your partner know that you've been paired through Mentor Jackets and why you're reaching out to them.

Examples:

- *You and I have been paired through the Georgia Tech Mentor Jackets program this year and I am reaching out to touch base with you.*
- *I received your contact information through Mentor Jackets and am excited to have you as my mentor/mentee this year!*
- *I am reaching out because I just received my pairing information from Mentor Jackets and am excited that I have been paired with you!*

### **Share More About Yourself/Add a Personal Touch:**

Your Mentor Jackets partner will have received a similar pairing e-mail to the one you received, so they will have a little bit of background about your interests, but help them paint a better picture of who you are. Share a few additional details about yourself and add a personal touch to your e-mail. Topics like hobbies, extracurricular interests, and some high-level goals are all great introductory details.

Example:

- *I also want to share a little bit more about myself. Outside of classes/work, I enjoy cooking, running, and traveling. I am also a huge Georgia Tech sports fan and attend as many games as I can!*
- *I am hoping to get involved with undergraduate research in my field, but am also considering participating in the co-op program.*

### **Set Action Items:**

Throughout your mentoring relationship, it will be important to be purposeful and set action items for your next interaction each time you communicate. In this instance, letting your partner know that you're looking forward to hearing from them and politely requesting a response would be appropriate actionable items.

Example:

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

### **Formally End the E-mail:**

Be polite and professional in ending your e-mail. If you are a student mentee, 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,

Note: "Sign" your e-mail with the name you'd like your partner to call you by. If your name is "Nicholas", but you'd prefer to go by "Nick" use that. If you're a mentor and your mentee might call you "Mr. Smith" but you'd prefer he or she call you "Dave," go ahead and sign your e-mail that way. On the flipside, take note of the name your partner uses to sign his/her e-mails and use that name when you address him or her.

### **Full Template:**

When you put all these pieces together, you end up with an e-mail something like this (use your/your partner's own relevant information to fill in the parts in *blue*):

Dear *Ms. Patel*,

My name is *Hannah Johnson* and I am a *2nd* year *Public Policy undergraduate* student from *Savannah, Georgia*. You and I have been paired through the Georgia Tech Mentor Jackets program this year 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 *cooking, running, and traveling*. I am also a *huge Georgia Tech sports fan and attend as many games as I can!* I am hoping to get involved with *undergraduate research in my field*, but am also considering *participating in the co-op program*.

*I am looking forward to learning more about you too. Please let me know if there is a time we can set up a phone call 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 Mentor Jackets program! I look forward to hearing from you soon.*

*Best regards,*  
*Hannah*

Please note, this resource is meant to be used as a guide. We encourage you to use your own wording and your own voice! Remember that this is the first impression you will be making to your Mentor Jackets partner, so be polite, professional, and not overbearing.

This resource was created based on content from:

<http://www.englishforbusinesscommunication.com/how-to-formally-introduce-yourself-in-emails/>