

## Introductory Email Template for Undergraduates

### IMP

The Industry Mentoring Program (IMP) has matched Griffith Students with Industry professionals for career development learning and industry exposure. We support hundreds of mentoring relationships throughout the year, in a wide range of backgrounds and industries.

If you're not quite sure how to initiate contact you're your mentor, this template may assist.

Dear \_\_\_\_\_

My name is \_\_\_\_\_. Thank you for accepting me as your mentee. I am really looking forward to the opportunity to learn from you. {Introduction: Who are you? Make sure to thank them!}

As you know from my profile, I am a second-year student majoring in Psychology. Outside of classes I volunteer with Lifeline and the RSPCA. I am also very involved in the Griffith University Psychology Students' Association, primarily helping with the marketing and communications. {Share your background: year, major, activities, jobs, clubs.}

I am interested in learning about the rewards and challenges of working in a non-profit organization, and how I can best prepare while at Griffith, to work in this environment after graduation. {Share what you hope to gain from the mentoring experience – pull from your registration form.}

The IMP staff suggested that the first step is for us to meet to go over the questions on the Mentoring Agreement form. When would be a convenient time for you? I look forward to hearing from you and meeting you in person. {In closing, ask to set up a time to talk, and mention the Mentoring Agreement form.}

Thank you again for agreeing to be my mentor.

Sincerely,

### CONTACT

Nicole Graham  
Senior Career Development  
Consultant and Industry  
Mentoring Lead  
Careers and Employment Service

Ph: (07) 5552 7149

Fax: (07) 5552 8854

Email: [N.Graham@griffith.edu.au](mailto:N.Graham@griffith.edu.au)