

Introductory Email Template for Postgraduates

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

Dear _____

My name is _____, and I received your name from the Griffith Industry Mentoring Program. Thank you for accepting me as your mentee. I really enjoyed reading your profile and am very much looking forward to learning more about your career path. {Introduction: Who are you? How did you hear of the program? Make sure to thank them!}

I am a Masters student in Electrical Engineering. I worked in the engineering field for two years in my home country of Brazil before coming to Griffith to pursue my Masters. I am a student member of Engineers Australia, and have greatly benefited from their various events, especially the guest speakers. {Share your background: year, major, activities, jobs, clubs.}

I am graduating at the end of this year, so I would like to learn how to best search for a job in the engineering field now that I will have a Masters degree. I am an international student, so if you could assist me with how to network effectively with employers overseas, and possibly introduce me to some of your contacts in the field, I would really appreciate it. {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 have a conversation to go over the questions on the Mentoring Agreement form. I look forward to hearing from you to arrange a time. {In closing, ask about the best way to continue communication based on their profile. There is a meeting scheduler in the mentoring dashboard section of the Xinspire website – this can be an efficient way to find times to meet that are convenient for you both}

Thank you again for agreeing to be my mentor. I look forward to hearing from you.

Sincerely,

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.

CONTACT

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