**Email Draft to Send Potential Mentors**

*Feel free to use the email draft below to send to potential mentors. Be sure to adapt the email to fit who you are and what you are seeking. Additionally, make sure to fill in the underlined portions of the email and then remove the underlining and parenthesis. It is my suggestion that you include information about yourself and why you are interested in working with the individual. Personalizing the email below will yield a greater chance of receiving a response.*

*Emails should be sent well in advance. Do NOT expect a potential mentor to respond immediately; they’re busy individuals. If you do get a reply, regardless of whether the mentor accepts or declines the opportunity, be sure to send a follow-up email thanking him/her for their time and consideration. If you are struggling to get in touch with a mentor, keep in mind that scheduling a meeting and talking face-to-face is the best option. It is much harder to tell you “no” to your face than through email.*

*If a mentor asks for additional information, the file on my website titled, “Is Mentoring for You” can be downloaded and printed or sent electronically. It details the Mentorship program, provides insight as to what mentors can do with students, and it outlines all expectations and requirements. Mentors can contact me at any time as well.*

Dear (potential mentor’s name),

My name is (your first and last name) and I am enrolled in the Mentorship program at Westlake High School. Mentorship is a class in which students work with mentors in career fields they are interested in pursuing in the future. Students work as non-paid interns two hours a week in an attempt to gain valuable on-the-job experience. I am very eager to learn about (your desired field of study as it applies to the mentor you are emailing) and I am sincerely interested in working with you in the (fall/spring semester). We would work together for approximately twelve weeks during which I can engage in a variety of activities. My ultimate goal is to (include your career goals – be specific) and I truly believe that working with someone who is as talented and as well respected as you is a great starting point to help me achieve my goals. A great mentor is instrumental to my future success.

Please let me know if you would like any additional information on the program. I have included my teacher’s contact information below; she can answer any questions you may have as well. It would be an honor to work with you and that is what I am ultimately seeking. If you are unwilling to work with me but know of another individual who may be interested, I would appreciate any contact information you would be willing to share.

Thank you for considering this possibility. I look forward to hearing from you soon.

Sincerely,

(include your full name here)

*Mentorship Teacher Information – Ashley Baker –* [*abaker@eanesisd.net*](mailto:abaker@eanesisd.net)