

Introductory E-Mail Template for Mentees:

Dear _____

My name is _____ and I received your name and email address from Dr. Kuester. Thank you for accepting me as your mentee. _____ suggested that I take advantage of this program because he/she believes that going through this process will help me (what do you want to do? Get an internship? Have a job upon graduating? Anything you can add here about how others have benefited from working with a mentor would be great!)

I am a sophomore majoring in economics. Outside of school I enjoy participating in the Econ Club and the Marching Band. I especially enjoy going to our Econ Club meetings and hearing from all of the interesting speakers we bring in. I also volunteer at the Flint Hills Bread Basket once a week.

I am interested in learning about the challenges you have dealt with in your career as an actuary and the work you have done in order to pass all of the exams you had to take (Obviously you are going to want to personalize many of these items! You should also refer to what you are hoping to get out of this experience here. Refer to your application if necessary)

Dr. Kuester suggested that we communicate via Skype or telephone as soon as possible as we need to sign the initial agreement form between mentor and mentee. Of course if you are going to be in the Manhattan area a face to face meeting would be great as well. Please let me know some times when you would be available to visit and your preferred method of contact at your earliest convenience. (If there are times each day where you have work requirements, etc. you may wish to list them here).

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

Sincerely,