

YOUR FIRST EMAIL



Introduce yourself

Begin with introducing yourself. Let your mentor know your occupation, what city you live, where you went to college and where you work now.



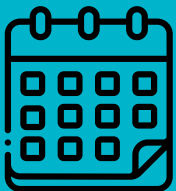
Keep it friendly

Avoid being too professional in your emails, as students aren't as receptive to that language. Let them know your excited to meet them or share a short personal story. ("I've never been a mentor before, so hopefully I'm doing things right!") Emojis are good too!



Suggest ways you hope to connect

This is a great time to let your mentee know your preferred method of communicating or to let them know how often you hope to meet ("I'm thinking we initially stay in touch by email, but I'm hoping we can move to texting more often!")



Make a plan for future meetings

Suggest a day for your first virtual meeting or call. Avoid planning too far in the future - start with giving a week notice. ("I am looking forward to chatting with you soon - does next Tuesday work for you?")



Create a personal reminder to follow up

Your mentee not respond right away or you might overlook the reply. Set a reminder in your calendar for 3-4 days later to check for a reply and send a follow up email if needed.

ONLINE MENTORING TIPS

● Vary your communication platform

- Email:
- Texting:
- Virtual Meetings:
- Phone calls:

● Put a lot of effort into your first few messages

- Virtual mentoring can go sour quickly if the first few messages seem too impersonal or off note to one side. Initial messages that are upbeat, ask open ended questions and show a genuine interest in the mentee are more effective.

● Keep your messages upbeat and fun

- While it's easy to sent a quick and to the point email, research shows that in virtual mentoring, emails or texts like this aren't received as well by students. Instead, texts and emails that are fun, include emojis and are more personable lead to better relationships

● Resolve misunderstandings quickly

- It's easy to send a message via text or email that is misunderstood by someone. If this happens, work to resolve the misunderstanding quickly. Ideally, any sour response from a student is handled with a phone call or virtual meeting to talk things out.

● Create a set check in schedule & connect often

- Too often, TPP Mentors send an email or text and wait weeks or months for a reply. This is harmful to establishing the relationship. In the beginning, you may have to send more messages until you get a response. Put in on your calendar to send a message or check for a reply until you and your mentee are in a good communication routine.