



SAMPLE INTRODUCTORY EMAIL FOR MENTEES

Dear _____,

My name is _____, and I received your name from the ACDA Mentoring Program. Thank you for accepting me as your mentee.

I have a bachelor's degree in choral conducting from the University of Michigan. I was involved in ACDA in the student chapter there, and enjoyed the events and speakers our chapter brought in.

I am a new conductor, teaching high school choir at Classen School for Advanced Studies in Oklahoma City. My studies prepared me for a lot of things, but I hope you can assist me by sharing some of the things you have learned as an experienced choir director, like how you learned to work with all of the non-musical related things in a high school, and how you keep motivated and inspired.

The ACDA Mentoring Program suggested that the first step is for us to talk in-person, via Skype, or over the phone, and go over the questions on the Mentoring Agreement form. I look forward to hearing from you to arrange a time to do that.

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

Sincerely,

Introduction: Who are you? Make sure to thank them!

Share your background: year, major, university, activities, jobs, clubs.

Share what you hope to gain from the mentoring experience – pull from your registration form.

In closing, ask about the best way to continue communication based on their profile.

Adapted with permission from the Stanford Alumni Mentoring Program, Career Development Center, Stanford University.