

## EMAIL TEMPLATE FOR CONTACTING YOUR PMP MENTOR

**TO:** MyPMPMentor@companyZ.com  
**FROM:** Student@colorado.edu  
**SUBJECT:** Leeds Professional Mentorship Program – (Introduction, meeting time, etc.)

Dear Mr./Ms. \_\_\_\_\_,

### I. INTRODUCTION/PURPOSE

You have been assigned to me as a mentor through the Leeds Professional Mentorship Program (PMP). My name is \_\_\_\_\_ and I am a junior/senior studying \_\_\_\_\_ at CU. I am from \_\_\_\_\_ and (some other fun fact - "enjoy playing sports," "like you, am a big Buffs fan," "enjoy travel," etc.. - USE THEIR BIO TO MAKE A CONNECTION IF POSSIBLE) I have attached my current resume for your information.

### II. NEXT STEP(S) AND FOLLOW-UP

#### **A. Local Mentor - YOU ARE attending Kick-Off**

I will be attending the PMP Kick-Off Event on October 3 and hope I will be able to meet you there. I will look for you in the Leeds Atrium at 5:00 ( OR - I have class and will be arriving \_\_\_\_\_)

#### **B. YOU are NOT attending the Kick-Off**

Unfortunately, I am not able to attend the Kick-Off Event due to \_\_\_\_\_. However, I would like to get in touch with you in the next week or 2 to talk about the program. Please let me know if you would be available (date/time) or \_\_\_\_\_. If not, please let me know when would be a convenient time for you.

#### **C. OUT OF TOWN MENTOR**

I know you may not be able to make it to Boulder for the PMP Kick-Off event in October, but I would like to touch base with you in the next few weeks, if possible. Would you be available for a phone conversation on \_\_\_\_\_ or \_\_\_\_\_? If not, please let me know when would be a convenient time for you. Of course, if you are in Boulder in the future, please let me know and I would be excited to meet with you then.

### III. THANKS! AND CLOSE

Thank you so much for volunteering for this program. I am very excited to work with you over the next 2 years and think it will really help me to \_\_\_\_\_ (define my major, clarify my career goals, think critically about my career choices, etc.) I look forward to meeting (or talking) with you.

Best,  
STUDENT  
Leeds School of Business, Class of 2012  
EMAIL ADDRESS  
PHONE CONTACT