

Academic Mentoring



Tips and email templates to send to your Academic Mentor

Build your professional network

Sending a brief email before and after your meeting can be a great way to build a good professional relationship with your academic mentor. Here are some tips and sample email templates to assist you when you contact your mentor.

How to build a professional relationship with your academic mentor?

1. Email your mentor to **introduce yourself** before your first meeting. You may like to include what you're looking forward to discussing and any questions you may have.
2. **Check the location** your mentor has selected for the meeting and arrive on time. If you are going to be late due to unforeseen circumstances, email your mentor to let them know.
3. **Come prepared with a few questions** you would like to ask your mentor. Your mentor is an expert in their field and has a wealth of knowledge and experience.
4. After your meeting, email your mentor and **let them know you appreciated their time and advice.**

[Check out email templates on the next page](#)

No longer able to attend?

Cancel or reschedule through my.unimelb giving your mentor as much notice as possible. We encourage you to give your mentor at least 24 hours' notice. As a courtesy, email your mentor and let them know why you won't be able to attend.

Hello

Sample introduction email

Dear [Mentor Name],

I would like to introduce myself, and let you know that I am looking forward to our upcoming Academic Mentoring meeting. I'm an international student with a keen interest in marketing and rock climbing.

During our meeting, it would be great to chat about ways I can build my professional experience and networks whilst at University. I look forward to our meeting.

Kind regards,

[Student name]

Thank you

Sample introduction email

Dear [Mentor Name],

I really enjoyed our conversation and am looking forward to our next meeting. Thank you for meeting with me today. It was interesting to hear about your study and career journey.

It was inspiring to hear that you also experienced challenges in your journey and how you overcame them.

Kind regards,

[Student Name]

Who is my Academic Mentor?

Find out more about them through their Find an Expert page, accessible in the 'Academic Mentoring' tab of my.unimelb.edu.au.