

ACADEMIC ADVISING - Email templates to send to your adviser

Building your professional network

Sending a brief email before, and after, your meeting can be a great way to start to build a good professional relationship with your adviser.

We thought it would be helpful to provide you with sample email templates to contact your adviser.



How to build a professional relationship with your Adviser?

1. Email your adviser 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 adviser has selected for the meeting and arrive on time. If you are going to be late due to unforeseen circumstances, email your adviser to let them know.
3. **Come prepared with a few questions** you would like to ask your adviser. Your adviser is an expert in their field and has a wealth of knowledge and experience.
4. After your meeting, email your adviser and **let them know you appreciated their time and advice**

[Email templates next page](#)

No longer able to attend?

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



Sample introduction email

Dear [Adviser Name],

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

I look forward to meeting you.

Kind regards,

[Student Name]



Sample thank you email

Dear [Adviser Name],

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.

I really enjoyed our conversation and am looking forward to our next meeting.

Kind regards,

[Student Name]

Who is my Academic Adviser?

Find out more about them through their Find an Expert page, accessible in the 'Academic Advising' tab of [my.unimelb](https://my.unimelb.edu.au).