*Email #1*

**Subject**: Getting Started with a Mentor Today!

Hello!

I hope this email finds you well. Firsthand is a platform that our institution currently subscribes to and is a way for you to find relevant information to help you along your career journey. As part of Firsthand, you also have access to Advisors to help you along that same journey. These Advisors are business professionals who were once in your shoes. You can connect with these Advisors on all kinds of topics such as resume feedback, mock interviews, career conversations, starting a business, and so much more!

We highly recommend that you schedule some time with an Advisor and give your career journey a boost! Now, that is easy for us to say, but we realize that is not easy if you’ve never done this before. So, over time, we will be sending you some tips and tricks for becoming prepared and ready for your Advisor meeting.

“When you fear something, learn as much about it as you can. Knowledge conquers fear.” – Edmund Burke

Next Email: What are your goals?

[Institutions Firsthand URL]

Thank you!

Email #2

**Subject**: What are your goals for your career journey?

As with anything, having strong goals can help align yourself mentally and put you on a clearer path. Before you start looking for an Advisor to meet with, look internally and write down a few items that you want to achieve, either with your career journey or more specifically what you want to get from your Advisor. Here are a couple of example goals we thought of…

* I would like to work as a Project Manager at a Technology company.
* Upon graduation, I would like to open my own business in the Textiles Industry.
* I need assistance creating an eye-catching resume for a career within Marketing.
* An Internship is next on my career journey and would like to find out more information about a certain company and what its like.

As with any goals, these can change over time. As they change, make sure you write them down or keep track of them to keep you on course through your career journey.

Next Email: What to look for when choosing an Advisor

[Institutions Firsthand URL]

Thank you!

Email #3

**Subject**: Finding the RIGHT advisor for you!

In the Firsthand platform, advisors can fill out their profile with as much information as they want. By doing so, they are helping you! Depending on those goals you wrote down previously, look at what Advisors match those goals. And take your time finding a mentor. Not too much time, but don’t just grab the first person available. Below is a list of items we recommend that you look at when sifting through all the Advisors.

* Industry
	+ Take a look at Advisors who are currently in that Industry and those who left that Industry.
* Company
	+ If there is a certain company you want to work at, who currently works there and maybe who left that company.
* Location
	+ Finding mentor that is local, can have a big impact on any potential letters of recommendation OR maybe your goal is to move to a new area, take a look for any Advisors in that new area.
* Nationality/Language
	+ This can be a huge help when it comes to building a relationship with your Advisor.
* Experience (as a Mentor)
* Gender
	+ Most advisees opt for a same-sex mentor (60% women, 82% men) – Forbes.com
* Job Type/Function
	+ Remember to keep in mind your career journey goals
* Check out their Social Media Profiles
	+ As mentioned above, this can be a way for you to take a glimpse of your Advisor outside the professional space, so that you can build a rapport and relationship professionally.

One last note with this: don’t be afraid to try a few mentors. Sometimes that first one just doesn’t work out.

Next Email: Check your ego

[Institutions Firsthand URL]

Thank you!

Email #4

**Subject**: Before you meet with an Advisor, check your ego!

We’ve all heard the saying, “Check your ego at the door”. In this case, we really want you to. We receive constructive criticism all the time from managers, peers, faculty, etc., but a mentor is bringing a more objective perspective for you and your career journey. Be prepared to accept criticism from your mentor and try not to get defensive, this is a way to grow! Advisors may challenge you in ways you may not be expecting. This is a good thing! But, if you let your ego get in the way, you could risk building a further relationship and/or getting all the value you can from your Advisor.

These are busy professionals that are taking time away from their schedule to meet with you and help you. We don’t want them to have a bad time either.

Next Email: Introduction Email

[Institutions Firsthand URL]

Thank you!

Email #5

**Subject**: You found an Advisor! Now to start communicating!

We are glad you have made it this far! Now is when the real fun begins! Before scheduling a meeting with an Advisor, reach out to them, introduce yourself. This doesn’t need to be a long essay, just a few quick sentences should do the trick. Let them know you are interested in meeting with them and becoming their advisee. In those few sentences go ahead and give them an idea of what you’d like to focus on… Topics of interest, questions you have, maybe even your career journey goals, etc. Depending on the situation, you may even consider providing an attachment. Maybe its your resume if you are looking for resume critique, or a Cover letter, etc.

Next Email: Scheduling a Meeting

[Institutions Firsthand URL]

Thank you!

Email #6

**Subject**: It’s now time to schedule a Meeting with your Advisor!

The Firsthand platform makes it easy for you to schedule a meeting with your new Advisor. Just go to their profile and on the right side, you will see an area for booking a meeting. Just follow the steps and you will be meeting them in no time!

A few tips when scheduling a meeting; 1) Find a time that works well for you! Consider not putting it too close to any other meetings – give yourself some time to prepare ahead of time and to reflect afterwards. 2) Maybe schedule time with yourself before and after the meeting. This will allow you to gather any notes and get yourself in the correct headspace. Also, after meeting with an Advisor, there may be some to-do or follow up items. It may serve you well to start those items directly afterwards while its all fresh in your mind.

Next Email: Be Prepared going into that Meeting

[Institutions Firsthand URL]

Thank you,

Email #7

**Subject**: Be Prepared! Have some questions ready ahead of time.

Having a natural flow to a conversation is important when you are meeting with an Advisor, but if going into it you plan to improv and “wing-it”, you could risk building a relationship or showing you are not prepared. A great habit to get into is even sending your questions to your mentor ahead of time. This will keep the meeting on task and gives your mentor an opportunity to prepare. Below are some questions that you may consider using or even improving upon.

* **Take an Interest in their life**
	+ How are you feeling? How was your week/weekend?
	+ What are your goals you are currently working towards?
	+ What are your favorite accomplishments? What were some of your biggest challenges?
* **Set Expectations for Mentor/Mentee Relationship**
	+ How often would you like to meet?
	+ What’s your preferred method of communication?
	+ What can I do better to prepare for our meetings?
* **Seek advice on specific situations**
	+ If you were me, how should I approach X situation?
	+ Do you have any advice on how I can approach discussions about a promotion/salary increase?
	+ Do you have any tips on how to improve my resume?
* **Improvement Questions**
	+ What skills should I work on or improve upon?
	+ We discussed a scenario earlier, what could I have done differently to improve the outcome?
	+ Do you have suggestions for books or reading materials that I can investigate?
* **Career Journey/Growth**
	+ Who should I connect with to better my career prospects?
	+ What are the first steps to changing my career?
	+ What are some next steps I should take to further my career journey?

Next Email: Be Giving of Yourself (final email)

[Institutions Firsthand URL]

Thank you!

Email #8

Subject: Congratulations! You’ve jumped the mental barrier!

We hope this information was helpful to you along your journey of finding and meeting with an Advisor. We have just one last tip for you as you move forward in your career journey: Be giving of yourself!

This can mean a lot of different things to a lot of different people, but in this context, we are saying that you have to be willing to help your Advisor. Whether its your time or your talents, show that you are interested in their professional work, stay engaged, being helpful, maybe even volunteer to help them with a project. People are more willing to help us, if we help them first. Having an Advisor is not a one-way street. Advisors find just as value in these meetings and more if you are willing to give back to the relationship

We wish you the best of luck on your career journey!

[Institutions Firsthand URL]

Thank you!