

Northwestern | NETWORK

Mentorship Program

Northwestern Alumni Association | mentor.northwestern.edu | mentor@northwestern.edu

Quick Chat Sample Message

[Mentor's Username],

Introduce yourself: My name is [First Name] and I'm a [first-year, second-year, third-year, or fourth-year] studying [major] at Northwestern. In addition to my studies, I have previously worked as [internship experience/work experience].

Add something that stuck out to you about this mentor's profile: You mentioned in your profile that you have some expertise in [something specific you'd like to learn about], which caught my eye because I'm interested in learning more about that... I'd like the opportunity to hear about your experiences in a career [in field/at company/as a job title]. I'm interested in becoming a [job title], and I thought your background puts you in an excellent position to advise me.

Address what you want to get out of the conversation: I'm looking to chat about [I'm about to graduate and I've recently started job searching. I'd appreciate your tips about networking, interviewing, and salary negotiation. I'd also like to learn more about the [industry name] industry and your experiences in your career so far.

Conclude with a thank you: Thank you for considering me for a brief conversation. I hope we'll get the chance to connect.

Sincerely,

[Your First Name or Username]