Tiger Mentor Network: What should I do after I contact a mentor?

- Allow 5-10 business days for a response (if the mentor does not respond, send a follow up email through the Tiger Mentor Network; example below)
- Work with your mentor to determine how and when you will communicate with one another (i.e., by email, by phone or in person; on which date)
- When you meet with a mentor, be punctual and prepared. If you need to reschedule a meeting, be sure to give as much notice as possible to the mentor
- After you meet with a mentor, be sure send a thank you note by email or regular mail
    - Express your gratitude for their mentorship
    - Write professionally, clearly, and without grammatical errors
    - Add in detail from your conversation to display your interest in the discussion
- If the mentor does not respond after your follow up email, please email the Career Center at mentor@.towson.edu

Sample Thank You Email/Letter

Dear Mr. Smith:

I really enjoyed meeting with you today and greatly appreciate your insight into the digital design industry. I find your work with the XYZ design project to be very interesting and I learned a lot about the different areas of the industry I can pursue with my major.

Again, thank you for your time and sharing your expertise with me. I look forward to talking with you again soon.

Thank you,
Sam Student

Sample Follow Up Email

Dear Mr. Smith:

I emailed you a little over a week ago, but I have not received a response. I am sure that you are a very busy professional, so I wanted to confirm that you received my initial email sent on October 19. To reiterate, I found your information on the Tiger Mentor Network and I am very interested in hearing about your position at XYZ Organization.

Thank you so much for your time.

Sincerely,
Sam Student

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