

Sample Introductory Email

Hello, Mr./Mrs./Dr. Mentor

My name is Jane Doe and I have been selected as your mentee for the Auburn International Mentoring Program. I am currently a junior at Auburn University majoring in Public Relations with a minor in Psychology. Following graduation next year, my goal is to accept an entry level position at an international communications firm.

With your extensive professional experience in international communications and marketing, I hope to gain invaluable insight and advice from you as I finish my degree and begin my professional career.

For your reference, I have attached my resume which outlines my past public relations experience and academic accomplishments.

I am honored to have been selected as your mentee, and look forward to learning from you over the next academic year. Please let me know what day(s) work best with your schedule and I will make myself available for our first meeting.

I look forward to hearing from you and getting started!

**Sincerely,
Jane Doe
Janedoe@auburn.edu
Cell Number**