

# HARVARD LAW SCHOOL

## Sample Communications

### Initial Outreach Email to Alumni Mentor

Dear Ms. Lynch:

My name is Jane Doe, and I am a 1L at Harvard Law School. I wanted to thank you for willing to be a mentor to me. My goals for a mentoring relationship are to get advice on how to navigate the legal profession as a first generation law student and also on how to succeed in my job this summer. I would like to schedule a 30-minute meeting by phone or Skype if your schedule can accommodate that.

Thank you and I look forward to hearing from you.

Sincerely,

Jane Doe

### Scheduling Email Response to Alumni Mentor

Dear Loretta:

Thank you for agreeing to serve as an Alumni mentor and speak with me. As I mentioned, I would like to schedule a 30-minute conversation. Monday mornings, Tuesday afternoons after 2:00, and Thursday mornings before 11:00 would work well for me because I do not have classes during those times. Would any of those times work for you? If not, please let me know some times that might be convenient for you.

Sincerely,

Jane

### Pre-Meeting Email to Alumni Mentor

Dear Loretta:

I am very much looking forward to our call next Tuesday, April 5 at 4:30. In anticipation of the call, I have attached an agenda outlining what I hope we are able to discuss during our conversation. I have also attached my resume so that you have a sense of my background and experience.

Thank you again for your time and willingness to speak.

Sincerely,

Jane