

Sample Communications

Initial Outreach Email to 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 Mentor

Dear Loretta:

Thank you for agreeing to serve as a 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 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