

NAME _____

CONNECT WITH A MENTOR

The guidance and advice provided by a mentor can make a huge impact in helping an ambitious young person reach their goals and face challenges. Use this guide to help you plan a letter to your prospective mentor.

▶ Who are you? Why should your prospective mentor want to mentor you? Sell them on what you bring to the table.

▶ Why did you choose to write to this particular person?

▶ What questions do you have for your prospective mentor? Hint: Ask for advice rather than information.

▶ BUSINESS DESCRIPTION AND SUMMARY

On a separate sheet of paper or in an online document, write a letter to your prospective mentor that incorporates the information you brainstormed on this sheet. Be sure to include these important components that all letters (even emails!) should have:

Start with a salutation. "Dear [Person's Name]," is a common one. Be sure to start with a capital letter and put a comma at the end.

End with a complimentary close before your signature. "Sincerely," "Best Regards," and "Cordially" are formal options. Be sure to capitalize the first letter and put a comma at the end.