



Perelman  
School of Medicine  
UNIVERSITY of PENNSYLVANIA

Alumni

## Alumni Mentorship+ Program

Penn Medicine Development and Alumni Relations | [www.PennMedicine.org/AlumniMentorship](http://www.PennMedicine.org/AlumniMentorship)

### Sample Message to a Potential Mentor

[Mentor's Salutation or Username],

**Introduce yourself:** My name is [First Name] and I'm a [medical student, resident, etc.] at Penn Medicine. In addition to my [studies/training], I currently participate in [activities] and I have previously worked at [internship/work experience].

**Address why you think this mentor would be a good fit for you:** It was great to see your profile listed in the Penn Medicine Alumni Mentorship+ Program platform. I'd like the opportunity to hear about your experiences in your career [in specialty/at organization/as a job title]. I'm interested in becoming a [job title], and I thought your background puts you in an excellent position to advise me.

**Add, if applicable, something that stuck out to you about this mentor's profile:** I noticed that you mentioned in your profile that you [really enjoy working with students]... You mentioned in your profile that you have some expertise in [something specific you'd like to learn about], which caught my eye because I'm interested in learning more about that... Your profile caught my attention because [you seem enthusiastic about mentoring and I'm excited to work with someone so passionate].

**Address what you want to get out of the mentorship relationship:** I'm looking for a mentor because [I'm about to graduate and I've recently started job searching]. I'd appreciate your tips about [networking, interviewing, salary negotiation]. I'd also like to learn more about [specialty/industry] and your experiences in your career so far.

**Address how you'd like to interact and how much time and attention you think you'll need:** While I'd prefer to meet in person for about an hour once a month if possible, I understand you have a busy schedule. If we need to meet via Zoom or phone, that will work for me as well. [Time of day] tends to work best for my schedule. My hope is that I can find a mentor with whom to work for 3-4 months. Of course, if we achieve our goals sooner or we're really enjoying our time together, we can discuss concluding our relationship earlier or extending it to longer than four months.

**Conclude with a thank you:** Thank you for considering me as a mentee. I hope we'll get the chance to connect.

Sincerely,

[Your First Name or Username]