

T.I.M.E.

Ohio University Upward Bound E-Mentoring Program

Mentoring



E-Mentoring: The initial connection

Tips on writing a great first email to your Mentee – from the iMentor training manual, www.imentor.org

Mentees tend to look to their mentor to set the tone for their online correspondence. Mentee enthusiasm for the weekly email discussions is directly related to the tone and energy of the responses they are getting from their mentor (this is especially true early in the relationship). Some mentees may not even be familiar with mentoring as a concept. This does not mean that mentees are not excited about being in the program. Most are excited about the possibility of establishing a relationship with a professional or college student but remain skeptical that a stranger would be willing to take the time to get to know them. It is up to each mentor to address these reservations in their mentee.

Mentors and Mentees need to use this first email to break the ice, you can do this by simply writing your mentee and telling them about yourself, or by using our email prompt.

Email #1: For the first email you are going to “finish” ten statements about your self (listed below). This is a fun way to introduce yourself to your mentee. Ask your mentee to also finish the same ten statements when they reply to your email.

Before you include the statements begin with a brief paragraph about yourself. Tell your mentee that you are excited to be a part of the program and maybe a little bit about why you decided to become a mentor for an Upward Bound student.

Write the statements below in your email and then FINISH them with information about yourself. Be sure to explain your answers. This is a fun way to introduce yourself to your mentee. Have fun with the statements and remember that you can include any information you feel is important. The more information the better!

1. The one word that describes me best is.....
Explain why you chose that word
2. If I could travel to anywhere in the world it would be...
Explain why you chose that destination
3. My number one dream for my future is...
Why?
4. My most prized possession is...
Why?
5. My favorite movie or CD is...
6. My greatest accomplishment in my life so far is...
Explain why you think that is your greatest accomplishment.
7. My family would describe me as...
8. My greatest fear is...
9. During my free time, my favorite activity is...
10. If I could change one thing in the world today, I would change...
Explain why you selected that one thing.



Good Luck!