

Sample Initial Contact Letter/Email with Mentor Volunteers

1222 Main Street (your return address)
Buffalo, NY 14220

May 12, 2010

Ms. Joanna McGillicuddy, Assistant Vice President
ABC Public Relations, Inc.
333 Oak Street, Suite 4
Buffalo, NY 14205

Dear Ms. McGillicuddy:

I obtained your name and contact information from the Meet-a-Mentor program coordinated by Career Services at the University at Buffalo. As a sophomore majoring in Communication and International Studies, I thought you would be in an excellent position to offer me advice about my career path.

Presently, I am considering a career in public relations, advertising, or marketing, and would like to gain some first-hand insight into each field before I begin searching for an internship next summer. I am hoping we might be able to arrange a meeting in the next few weeks so that I can ask you some questions about the PR field and possibly tour your firm.

I will follow up in the next week with a phone call to arrange a mutually convenient time to meet. Should you need to contact me, I can be reached on my cell phone at 716-555-5556 or email at 555@buffalo.edu. Thank you so much and I look forward to speaking with you.

Sincerely,

Jane Smythe