

# Contacting a Potential Mentor

Most business professionals are interested in assisting students. You need to be considerate and act in a professional manner when you approach a business professional.

## **When contacting a potential mentor clarify your needs and expectations:**

Mentors must be available to meet periodically to discuss the progress and the direction of the project. Answering your questions, advising, and evaluating your project's progress are some important steps of mentorship.

## **Initial contact:**

Making contact with a stranger can be uncomfortable. Simply state who you are and why you are calling and ask to speak to the appropriate person.

### *Sample Script:*

"Hello, my name is \_\_\_\_\_. I am a senior at Johnson High School working on a graduation requirement. May I speak to Mr./Ms. \_\_\_\_\_?"

## **Explain your project:**

Tell the appropriate contact person who you are and why you are calling. Explain that your project is a graduation requirement and that you need a mentor to help guide you in the development of your project.

## **When you find a person interested in mentoring:**

Schedule a time to meet to discuss the project further. This meeting will be an opportunity to decide if the mentor is willing and able to meet the needs of your project. Be sure to dress appropriately and use the time effectively.

## **If the person you contact is not interested in mentoring:**

Ask if they know of another expert in the field you might contact. Be sure to thank them for their time.