Subject: Marquette University Business Mentor Program Invitation

Dear NAME:

I write to share information about the Marquette University College of Business Administration [Mentor Program](http://business.marquette.edu/career-center/mentor-program-alumni) and invite you to volunteer as a mentor. Information about the program and a volunteer link are below.

**Mentor Program Background Information**

The Mentor Program is co-sponsored by the Marquette University Business Administration Alumni Association (MUBAAA) and the College of Business Administration. To support students as they prepare for recruitment efforts that occur earlier and earlier each year, the Mentor Program supports 1-year relationships starting in the fall of the student’s sophomore year. Mentors provide support related to career or major choices, interview preparation and industry networking. **If you would like to offer your help as a mentor, please** [**click here**](http://business.marquette.edu/career-center/mentor-program-alumni) **to volunteer.**

**Mentor Eligibility**

Alumni and friends of Marquette with 5+ years of professional work experience are invited to participate in the Mentor Program. A range of professional roles and industry backgrounds are welcome and current employment is requested.

**Time Commitment & Events**

Students Drive the Relationship*:* It is expected that the mentor and student protégé connect monthly for one hour during the Fall and Spring semesters. Past protégés and mentors have attended speakers at MU or in the community, visited the mentor’s business, connected through Skype or talked over coffee during monthly meetings. Each student protégé is responsible for driving this program: the student needs to take an active role in contacting his/her mentor and planning meeting times. There are also three campus-based events:

* Kick-off Event for new mentor-student relationships – October (virtually in 2020)
* Celebration / Wrap-Up Event – April

**Get Involved!**

* [**Volunteer as a mentor**](https://marquette.az1.qualtrics.com/jfe/form/SV_e8t3RJdDUKdFhid) – thank you in advance for your help!
* [**Recommend a colleague**](https://www.marquette.edu/business/career-center/alumni/mentor-recommendation-form.php) – Business Career Center staff will contact recommended colleagues within one week.
* If you can’t volunteer this year but are interested in receiving information in the future, please complete the [**volunteer next year**](https://www.marquette.edu/business/career-center/alumni/mentor-next-year.php) form.

**Thank you!** The College of Business Administration Mentor Program is co-sponsored by the Marquette University Business Administration Alumni Association (MUBAAA) and the Business Career Center. The Mentor Program is a vital part of students' professional development experiences at Marquette. Thank you for considering this program.

Sincerely,

YOUR NAME