## Email template to contact a prospective mentor

**As part of the** [Employment Opportunity for Students with Disabilities (EOSD](https://www.gcpedia.gc.ca/wiki/Employment_Opportunity_for_Students_with_Disabilities_Student)), you can participate in the [mentorship](https://www.gcpedia.gc.ca/wiki/Employment_Opportunity_for_Students_with_Disabilities_Mentoring_Program) component of the program by following the instructions to find a suitable mentor

Once you have found a mentor you would like to reach out to, you may wish to use the template below to contact them.

Please note: If you are reaching out to multiple mentors, you should send each mentor an individual email to indicate your interest and ask for the mentor’s availability.

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**Email Subject:** EOSD Student Seeking Mentor

**Email Body:**

Dear <insert mentor’s name>*,*

My name is <insert student’s name> and I am currently completing a student work term with the <insert department name>*.*

I am registered with the [Employment Opportunity for Students with Disabilities (EOSD)](https://www.gcpedia.gc.ca/wiki/Employment_Opportunity_for_Students_with_Disabilities_Student) program and seeking a mentor who would be interested and available to meet with me on a regular basis. I found your profile on the [EOSD Mentorship Page](https://www.gcpedia.gc.ca/wiki/Employment_Opportunity_for_Students_with_Disabilities_Mentoring_Program) and would love to connect with you.

I am hoping to meet <insert how often you would like to meet (weekly, every two weeks, etc.)> for <insert how long you would like to meet (30 minutes, 45 minutes, etc.)> each time.

Some of my interests and career goals include the following:

* <insert example>
* <insert example>
* <insert example>

Should you have capacity to take me on as a mentee and believe we may be a good fit, I would love to set up a call to discuss options further.

I hope to receive a response from you by <insert date>.

Many thanks,

<insert full signature block>