What is the Career Mentor Database?
The Career Mentor Database is a resource available to you through Hire@TU that can help you identify professionals (career mentors) who are working in the field(s) that interest(s) you. You can contact them by sending them an email through Hire@TU.

Who are the career mentors?
Career mentors are TU alumni and community members who have agreed to share their time and career expertise with TU students. They represent a variety of professions and provide a wonderful resource for students in the process of making career decisions.

Why should I contact a career mentor?
Individuals who have volunteered to become a part of the Career Mentor Database are interested in sharing their career expertise with TU students. They are expecting you to reach out to them to talk about career-related issues. Contacting a career mentor is an easy way for you to gather information about a particular field or organization and talking to a career mentor is a great way to build your professional network.

Can I ask a career mentor for a job/internship?
No. It is extremely important that you do not contact career mentors with the expectation that they will help you find a job.

Who has access to the Career Mentor Database?
Any student with an active Hire@TU account can access the Career Mentor Database.

How many career mentors can I contact?
The Career Center limits the number of career mentors you can contact to 10 each month. Keep in mind that mentors also have limits on the number of students that can contact them each month. (Mentors are able to set the number of contacts they wish to receive each month, so this number may vary depending on the mentor.) If a mentor you wish to contact has reached the limit for the month, you will have to wait until the next month to try to contact him/her again.

What should I ask a career mentor?
The questions you ask a career mentor will depend on the type of information you are seeking. An undecided student who is exploring different careers might ask general questions about a field,
while a student who has decided upon a particular field might have some very specific questions to ask a career mentor. For examples of the types of questions you might ask a career mentor, see the Informational Interviewing Handout.

I have identified a career mentor that I want to reach out to, but I’m not sure what to say in my email.

Know your specific purpose for contacting a career mentor. That purpose will help you determine what to say.

Remember to:
- Identify yourself
- Mention how you found the career mentor
- Explain why you are contacting the career mentor
- Request a brief (20-30 minute) informational meeting
- Give the career mentor a timeline for the meeting (i.e., in the next few weeks). Remember to be flexible and to respect the career mentor’s time.

Make sure you:
- Use spellcheck!
- Make the tone of the message professional, not casual.

Please see the Sample Email to Career Mentor for an example.

I have a project to do for class that requires me to speak to someone in my career field. Can I use the Career Mentor Database to identify someone to talk to?

Yes, but be sure to allow yourself PLENTY of time to connect with the career mentor. Career mentors are expected to respond to your message within 5-10 business days. If you wait until the week before the project is due to contact a career mentor, you will probably not be able to arrange a time to meet with the mentor in time.

What should I do to prepare for a conversation with a career mentor?

The preparation you do will depend on the goal of your meeting with the career mentor. You want to have a goal in mind before you contact a career mentor. To make the most of the time, take a specific list of questions with you. See the Informational Interviewing Handout for sample informational interview questions.

In addition, be sure to:
- Dress professionally (jeans, flip-flops, t-shirts, sundresses should not be worn to a meeting with a career mentor)
- Take your questions with you
- Be prepared with directions to the meeting location – it is important that you respect the career mentor’s time by arriving on time
- Be ready to talk about your reason for contacting the career mentor
• Take any additional materials that you will need (i.e., a resume)

I met with a career mentor today. Do I need to send a thank you note?
Yes! Every time you connect with a career mentor, it is important to follow up with a thank you note, either by email or regular mail.

Other questions?
Please contact the Career Center at 410-704-2233 or careercenter@towson.edu.