



# How to Find a Mentor

## How do I get started?

**There are a couple of ways you can find a mentor:**

### **Sign up to Trinity's Online Mentoring Platform**

The *Trinity Alumni Online* platform facilitates online mentoring connections between alumni and students/other alumni. The online mentoring platform includes profiles of alumni who are willing to be mentors.

To connect with alumni for online mentoring, please sign up to the mentoring platform at [Trinity Alumni Online](#). Complete your profile.

Mentors have a limited amount of resources available to them and they may have to decide which of several mentee applicants to choose from first. Give yourself the best chance of selection by having a complete profile including your interests, aspirations and what you are studying. Putting a face to a name always helps, so upload a photo!

Once you have activated your profile, you will be able to send a message to alumni offering flash mentoring and a mentoring request to alumni of interest to you for longer-term mentoring

### **Attend a Face to Face Event Virtually, on Campus or Abroad**

Events are run throughout the year in Trinity and abroad to facilitate face-to-face connections as part of or separate to the Trinity Alumni Online connections. Please go to MyCareer, Events for mentoring events. Visit [www.tcd.ie/alumni](http://www.tcd.ie/alumni) for networking events abroad.

## How do I connect with a mentor?

Connect with a mentor via Trinity Alumni Online. Once you have signed up to the platform and joined flash or longer-term mentoring you can search for a mentor. Once you have found a mentor you would like to connect with, click on their profile, and then click connect. Include a message with your connection request. Template requests can be found below.

Once you have completed this connection step a record of your request will be visible in your messages log. In this log, you can send additional messages to follow up with the mentor if you wish.

### **How to structure a mentoring request for flash and longer-term mentoring**

- Introduce yourself, what year you are in and what you are studying.
- Tell them about your career ideas and plans. If you do not have any yet, say so.
- Be clear about what you hope to gain from mentoring.
  - "I want to explore your job role/industry so I can understand if I could be happy and successful in it"
  - "I need help with developing [or, selling to employers] the skills I am developing through my degree"
  - "I would like your advice on finding jobs not advertised"
  - "I need help with prioritising my free time to make myself more employable"
  - "I am looking for assistance with networking"

### **Don't ask for this as they will probably say no:**

- "I would like a job or internship at your company"

- Say what made you choose them as a flash mentor or a potential longer-term mentor. What appeals to you about their profile?
- Before you send the request:
  - check your spelling and grammar
  - ensure your message is polite and professional. Aim to make your language at least as formal as the mentor's own writing on their profile or how they presented themselves at the mentoring event
- For students, if you would like further help or advice around this, [book an appointment with your Careers Consultant through MyCareer](#)

### Sample Mentoring Requests:

**Flash mentoring:** *"Dear Mary, my name is Olive, I am studying English and interested in working in the publishing industry in Ireland. I would like to know where best to find a job in this sector. I know about publishingireland.ie but need more avenues to explore. Do you have any suggestions? Looking forward to hearing from you. Olive"*

**Longer-term mentoring:** *"Dear \_\_\_\_\_, My name is \_\_\_\_\_ and I am a [insert current educational information or current job position]. I have been looking for some advice on [insert industry, organization name or specific skills] or to hear experiences of someone on this specific professional field. I believe your experiences in [insert organization names, expertise of mentor] will be incredibly valuable to me and will allow me to reach my current goals. I am looking to improve my [understanding of the sector and if it will be a good fit for me, CV, interview skills, commercial awareness in a specific area]. Would you be available to meet for a coffee or have a phone call and explore a potential mentoring collaboration in the upcoming weeks? Looking forward to your reply, [Your name]"*

### What happens next?

- Once you have sent your request to the mentor a flash mentor will respond briefly to your query, a longer-term mentor will either accept your request, message you looking for more information before deciding or decline your request with an explanation.
- If you do not receive a reply within 7 days, you can send them a reminder message or approach another mentor instead. Please remember that mentors are often busy people and if they have not responded there may be a good reason for this. Please contact Trinity Development and Alumni [alumni@tcd.ie](mailto:alumni@tcd.ie) if you continue to experience difficulty with contacting a mentor.
- See the Mentoring Guidelines for advice on managing your mentoring relationship

**Source:** Mentee Guidelines 21/22