

Alumni Mentoring Guidelines

Note: Be sure to go to the Career Center to learn about writing resumes, doing interviews, cover letters, etc. OU provides a lot of services to get you prepared for the job search. They will even do mock interviews for you!

First of all, be respectful of your mentors. They are volunteering to help you with your job search. But don't be intimidated by them. They were students here at OU, majoring in English and Creative Writing just like you. They want to help you; that's why they've volunteered to help you. They WANT to help you!!!

Here are some tips:

Do immediately send them an introductory email.

Do ask them how they would prefer to communicate.

Do find out how much time they have available and how often they want to communicate. Be respectful of their time constraints.

Do NOT blow them off. If a mentor takes the time to write you, but you feel confused or lost or strapped for time, or whatever, write them and tell them that. Silence from you equals disinterest in their minds. Be prompt and professional. Some mentors have helped their mentees GET JOBS!

No matter what is going on in your life, **do NOT** just leave them hanging. It's rude and it reflects badly on the program. Some former students blew off their mentors and as a result their mentors quit the program. So stay in touch!

However, **do** remember that, though they've volunteered for this program, they don't have a lot of spare time. (Who does?) So **don't** write them really long emails, unless they signal that this is OK with them. Also, **don't** expect a fast turn-around in response to your communications. If two weeks have gone by since you've written them, send a polite follow-up email saying that you know they're busy and asking if they still have time to work with you.

When you communicate:

You should do some list making. What kinds of questions do you have about your preferred career? The Career Center can help you draw up a list of useful questions. Again: Be sure to go to there to learn about interviews, cover letters, etc. OU provides a lot of services to get you prepared for the job search.