



Networking: Making a Network Introduction

What is this milestone?

A networking introduction helps your mentee expand their professional circle by connecting them with another trusted professional. This step reinforces the power of relationships in career development and allows your mentee to practice professional outreach.

Best Practices for Mentors

- Choose a professional who is open to engaging with students.
- Ask permission from both parties before making the introduction.
- Provide context: share who your mentee is, their interests, and why you're connecting them.
- Encourage your mentee to follow up promptly and professionally. We encourage the use of LinkedIn.
- Remind them that this is not about asking for a job but building relationships.

Best Practices for Mentees

- Respond quickly and professionally to the introduction.
- Research the new contact before reaching out.
- Send a polite, concise message to request a short conversation.
- Prepare 3–5 thoughtful questions before the meeting.
- Follow up with a thank-you note to your mentor and the new contact.

Sample Mentor Introduction Email

"Hi [Contact Name],

I'd like to introduce you to [Mentee Name], a UTA student interested in [career area]. I believe your background in [industry/role] could provide a valuable perspective. [Mentee Name] is eager to learn more about your career path and industry insights. Thank you for considering connecting!"

Sample Mentee Follow-Up Email

I'm reaching out to introduce myself and thank you for being open to connecting. My name is [Mentee Name], and I'm a student at UTA studying [major/area of interest]. I appreciate [Mentor Name] making this introduction, as I'm eager to learn more about [industry/role/career area].

If you're available, I would be grateful to schedule a 20–30-minute conversation with you to discuss your career path and any advice you may have for students entering the field.

Thank you again for your time and support!