

Guidelines for the first letter to the mentor

What to keep in mind when you write the first letter to the mentor?

- You are writing this letter in order to get somebody's help. Be punctual and describe well what advice you would like to get from that mentor. At the same time, be polite and kind.
- This letter is the first advertisement of your team and even your product. Make sure that your wording and grammar are ok, and the letters look correct (spaces between the words, commas in right places and so on). Ask your team members or even your teacher to check the letter.
- Although one person is sending out the letter, remember that you are writing it on behalf of the whole team. Mention them in the letter as well.
- The mentor you are writing to doesn't know anything about you, your team and your idea/topic. That's why you should describe everything as thoroughly as possible.
- Some people answer very fast and others need time or a reminder. If you do not get a reply in a week, send a question if the mentor received your letter.

What to write about?

- Describe your team (number of team members, their age and schools where they are from)
- Describe the main topic/idea you would like to work with (how did you find the topic of interest/idea, explain why this topic/idea)
- Name three reasons, why you would like to cooperate with this mentor. Ask the mentor for a short comment about your idea.
- Set a date when you would like to get preliminary answer from the mentor (give her/him at least a week)

What to do with the answer?

- In case the mentor is interested, that is very good. Write him/her when you would like to start the cooperation and suggest the channel for communication (Skype, Zoom etc)
- If the mentor says "no" to you, don't worry. Thank him/her for the cooperation and write the letter to the next possible mentor you chose in Rauma.
- If you have received "no" as an answer from both candidates, let your teacher know about that.