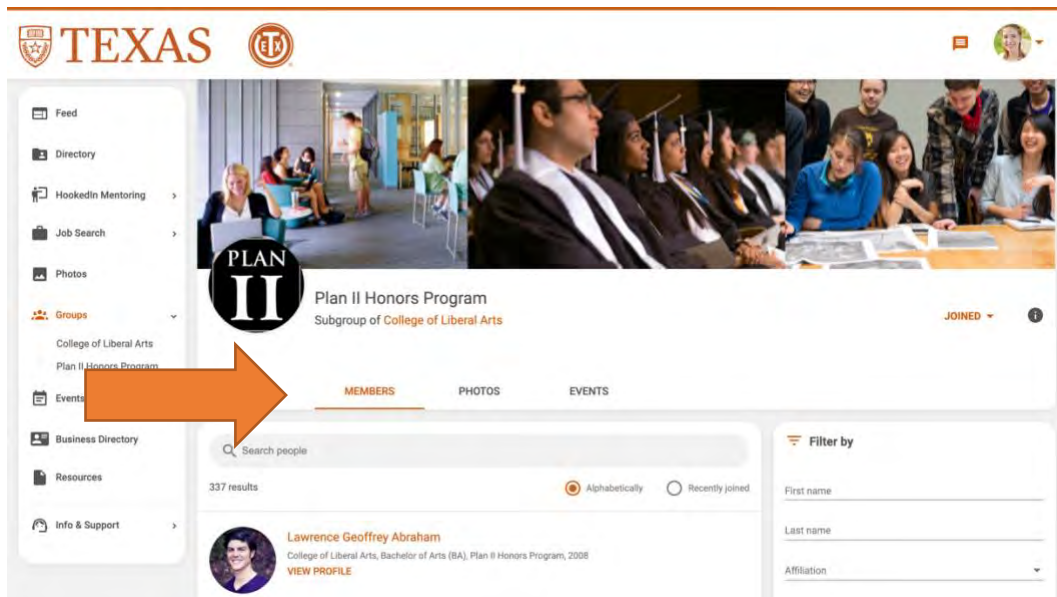
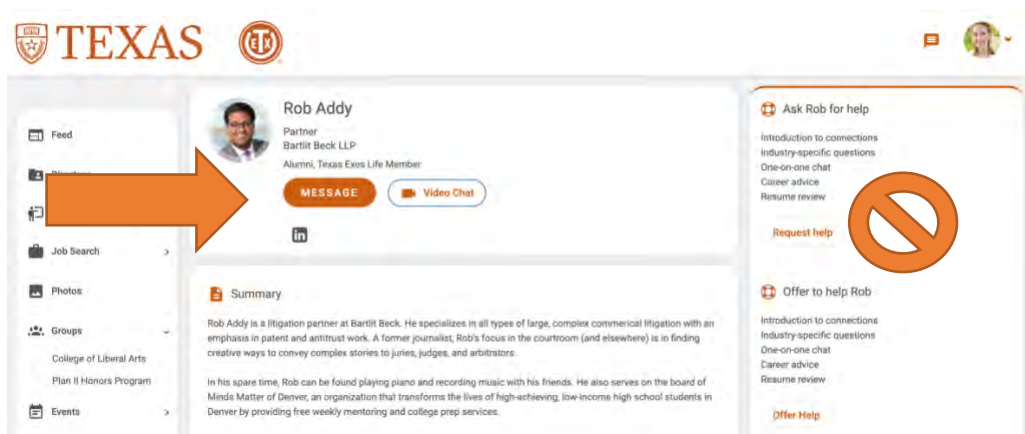


## HOW TO CONNECT WITH YOUR ALUMNI MENTOR VIA HOOKEDIN:

1. Log into HookedIn
2. Visit the “Plan II Honors Program” Group
  - a. Not in the Plan II Honors Program Group yet? You can find the group within the College of Liberal Arts group. Simply request to be added to the group.
3. Click on the “Members” tab to search people. Search for your mentor.



4. Once you are viewing your mentor’s HookedIn page, reach out using the “Message” orange button found under their name at the top of the page. Please do not reach out using the “Request Help” tool.



5. The “Message” orange button will open a pop-up screen that allows you to send an email-like message. See template below.

**SAMPLE TEMPLATE:**

Dear INSERT MENTOR’S NAME,

My name is INSERT NAME. I am a third-year Plan II (INSERT OTHER PURSUITS, IF DESIRED) student and your Plan II mentee. Thank you for volunteering to provide guidance and support to Plan II Juniors through the Plan II Alumni + Junior Career Connections Program.

As you know, the next milestone in the program is to conduct a 45-60-minute informational interview before Thanksgiving. I am looking forward to learning more about your career path, discussing some of my career goals, and establishing a plan for our second meeting next semester.

Please let me know when you are available to meet. I know you are very busy so I also wanted to provide some details about my schedule to ensure we find a compatible date: INSERT DETAILS

I am looking forward to our conversation and appreciate your time in advance.

Sincerely,  
INSERT NAME