**Mentee Email/Guidelines**

Dear [[insert name here]],

We are happy to tell you that you have been matched with the following mentor for the CogSci 2024 meeting:

* [[Mentor name & Email here]]

Your mentor will contact soon with suggested time slots and information about your meeting. In their message, they may also suggest some topics they'd be happy to talk about and ask you for any materials they would like to see during the meeting or in advance. You should expect to meet with your mentor for 20-30 minutes.

If you don’t hear from your mentor in the next few days, we encourage you to reach out and contact them! Given that this year’s conference is being held in person, we ask that you try as much as possible to meet with your mentor during the conference. If, however, this is not possible, you can also arrange a time before/after the conference to meet virtually.

We have done our best to match you with a mentor who has a shared professional interest and/or who can provide you with particular kinds of advice. Ultimately, though, it is up to you to decide what you might want to cover in the meetings. Whatever the topic, your initial email to your mentor should be clear about your objectives and what you hope to gain from their guidance. Identify specific questions, activities, or areas where you seek advice or support, and communicate them to your mentor – this will ensure that you make the most of your own (and your mentor’s) time.

Examples of some realistic objectives or areas of support could include:

* Perform a mock interview for an academic or non-academic position
* Review a sample CV for application to jobs in academia
* Learn how to write a résumé for positions outside of academia
* Identify one technique, practice, or habit for improving work/life balance
* Identify some of the biggest differences between being in a research vs. teaching position
* Learn about where to find support networks and resources for people with similar backgrounds/experiences/interests

We also recommend creating a list of questions to bring to your meeting and having a small notebook or tablet to capture key insights and action items.

We hope you have a meaningful and engaging conversation,

Cognitive Science Society Mentoring Program Committee