

## **Alumni Career Mentoring Session Commitments**

A mentoring session with a Balliol alumnus can be a fantastic and rewarding experience for both parties. To ensure that all involved get the most out of the experience we ask you to commit to the following requirements.

### **What is expected from Students**

- Once matched with a mentor we expect you to follow through with the mentoring process and respond to your career mentor via the Development Office's introduction email, and subsequent emails, quickly. Once a date and time for this meeting has been organised you should keep to this arrangement unless there are exceptional circumstances.
- You should come prepared for your meeting. The name of your mentor will be given to you before you meet so take the time to do some research on their career and think about what questions you would like to ask them. You could ask your mentor about their career, how they got started or for advice about your own career.
- Our mentors have busy schedules and we are very grateful that they offer their time to support students at the start of their careers. We ask you to send your mentor an email after the meeting to thank them for their time.

In agreeing to meet with you your mentor has agreed to a one-off conversation. Once your meeting has taken place both you and your mentor have fulfilled the terms of your agreement. Neither you or your mentor are obliged to meet with one another again although you may do so if you both wish. Anything else that does happen to be arranged between you should be arranged independently of the Development Office.

Please refrain from asking your mentor for a job or internship in their company or business. Your mentor has volunteered their time to offer you their advice and we ask you to respect this.

### **Advice for your application**

Your CV should be no longer than 2 pages but should include your education history, career history (include any internships you have done), additional experience (committees you have been part of, clubs you have joined, projects you have undertaken) and interests (any hobbies or skills – give your mentor something to talk about with you).

Your cover letter should be addressed to Richard Norman, Development Director and be no more than one side of A4. Introduce yourself, the types of careers you are thinking about and explain why meeting with an alumni would help. Mention any ideas you have about your career but also areas you are not sure about.