

Email to applicants with unfinished mentor application and/or screening

Sometimes mentor applicants do not complete their application and/or screening and thus cannot become ready to be matched (RTBMed). If you have reached out to these mentors but they have not completed their application or screening, you may need to withdraw them from your applicant pool. Use these four helpful templates below to send follow-up emails to these mentors.

To: Application Incomplete Mentors

Dear ,

Thank you for your interest in . I'm writing to inform you that your application will be withdrawn because you have not completed the online application. This means that you will not be able to access your account.

If you would indeed like to become a mentor, please respond to this email and we will not withdraw your application. You will then have the opportunity to complete your application, attend mentor training, and begin the mentor screening process soon.

If you'd like a refresher on 's programming, I hope that you'll take a moment to watch this inspiring video about what our mentees are achieving with the help of their mentors.

Reaching students in the fall of is an ambitious goal. Please feel free to send wonderful men and women our way. I've attached some information that you should feel welcome to share with friends, family, and colleagues.

Thank you again from the team!

Best,

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To: Screening Incomplete Mentors

Dear ,

Thank you for your interest in . I'm writing to inform you that your application will be withdrawn because you have not completed

