

Please read these guidelines carefully, and make initial contact with your mentor within one week of receiving your mentor's contact information.

Goals & Benefits

Sophomores: The DFE Mentor program enables you to communicate individually with your assigned Wall Street mentor, who can advise you about different areas of investment banking, as well as help you prepare for the summer intern recruiting process. Similarly, the program gives Wall Street mentors an opportunity to get to know their “mentee” on a more personal basis than that offered by typical recruiting activities. The vast majority of mentors are Duke alums, and all of them have volunteered their time because they are genuinely interested in getting to know you and helping you with the recruiting process.

Students are matched to mentors on the basis of the likely benefit that they will derive from the mentorship. Where possible, we have tried to match students who have expressed a particular area of interest (e.g. banking, sales and trading) with a mentor who is in the same area.

You should note that mentors have *not* been assigned on the basis of your suitability (or otherwise) for your mentor's financial institution. The mentoring process is not expected or intended to be a shortcut through the recruiting process—you should view your mentor as an objective advisor, not a potential employer.

The Mentoring Process

Your mentor has agreed to engage in a minimum of three 15-minute conversations with you over the next 3-4 months. Any particular mentoring relationship could go on longer if there is *mutual* willingness to do so.

Your first email to your mentor, *within a week of receiving their contact information*, should include information about when you expect to be fully prepared to initiate the mentoring process. For some students, this might be right away (or as soon as the mentor is available). In other cases, the student might wish to do more preparation before the first conversation.

As a suggestion, the email to your assigned mentor—assuming you plan to do more research before beginning the mentorship—might read as follows:

Dear [name]: Thank you so much for agreeing to be my mentor during my preparation for the summer intern recruiting process. In order to make the most of this terrific opportunity, I would like to carry out as much of my own preparation as possible ahead of our conversations. I would like to get back in contact in [approximate week / month]. I will email you again at that time to find a time that is mutually convenient for our first conversation.

[Signoff text...]

Student Preparation

It is *essential* that you prepare appropriately prior to initiating a conversation with your mentor.

1. Learn as much as possible about the different roles available for summer interns (e.g. banking, sales & trading, investment research), and what skills/abilities are most relevant for those positions. Begin to develop of sense of which area(s) most appeal to you and why. Consider which areas might suit you best, based on your skills/experience to date. See: <http://econ.duke.edu/df/recruiting-and-career>, Internships and Jobs, and click on “Investment Banking Roles Demystified” for information about the different roles in banking.
2. Write down an initial list of questions that you would like to ask your mentor. You need not necessarily stick to these questions as you engage in conversation, but it is essential to have a starting point to enable you to make the most of the conversations. Some suggested questions:
 - a) What sorts of questions might I be asked in interviews, and how might I best prepare for them?
 - b) Can you tell me more about the role of summer interns in your own bank/division? What do you see as the most important skills/abilities for success in banking (or in specific areas of banking, if you have a preference)? Based on my resume, does it appear that I have those skills?
 - c) What changes might I make to my resume to make it more relevant and attractive to recruiters, and to better reflect my skill set?
 - d) How important are cover letters, and what types of information should they contain?
 - e) What is the best preparation I should now be doing to prepare for the recruiting process?

Problems reaching your mentor?

Occasionally, students have problems reaching their mentors when they are ready to start a conversation with them—most likely because the mentor has gotten extremely busy at work, is traveling, or has some other significant distraction that is consuming much of their time. When you contact your mentor to initiate a conversation, give them 5-7 days to respond. If you do not hear back from your mentor within that time, please try contacting them again. If you *still* don’t hear back from them within a few business days, please let Professor Rasiel know: ebr4@duke.edu.

This problem can, of course, go both ways. From time to time in the past, a mentor has let us know that their student mentee has not made contact. Sadly, this does not reflect well on either the student or the program. **If a personal situation arises and you find that you will not be able to communicate with your mentor, or you decide to withdraw from the Mentor Program, please let your mentor know. Please also inform Professor Rasiel, at ebr4@duke.edu.**

We hope you find the mentor program helpful!