

Career Coach Toolkit

Best ways to share MANGO with students



Email students



Add links to website (career resources)



Use in career skills course



At career fairs



Email Students

Start with a quick email! It can go something like this:

Subject: Step-by-step tool for writing networking emails

Hello [Student],

As you begin networking, I wanted you to know about [MANGO](#).

It's a FREE tool that helps you write polished, customized emails, sentence-by-sentence. [MANGO Email Builders](#) make sure you include all the right information in the right format, without the guesswork. It will save you time drafting and revising your messages. And your email won't look like a generic template. Give it a try. Let me know what you think.

Thanks,

[Career Coach]

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Add Links to Website (Career Resources)

Sample Copy:

“[MANGO is a free tool](#) that coaches you through networking, starting with the outreach email. Write customized networking emails, have productive informational interviews, and manage one-on-one networking step-by-step.”

Sample Graphics:

Click to Download

[.png](#) [.jpg](#)

[.png](#) [.jpg](#)



Learn About MANGO Link:

<https://mangoconnects.com>

Start Writing Emails Link:

https://app.mangoconnects.com/demo_messages/conversation_requests/new

Not sure where MANGO goes? Here are some ideas:

- Career guides and tools
- How to network emails
- How to write professional emails
- Networking Handouts
- How to conduct informational interviews

Have questions? We are happy to help! Feel free to [contact us!](#)

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Use in Career Skills Course

Use [MANGO](#) in your career skills courses. Have students in your career courses use the MANGO tool to conduct informational interviews.

Instructions for Students:

1. Go to mangoconnects.com
2. Start writing email.
3. Sign up to save email message. It's free!
4. After login, user will be taken to the task list.

MANGO task list for conducting informational interviews.

The screenshot displays the MANGO Connects user interface. On the left is a dark sidebar with a user profile for Sue Wollan Fan and navigation links: Home, My Activity, Signature Block, My Account, and Video Tutorials. The main content area is titled 'Mary MANGO, Guide' and shows a 'Task Lists' section with filters for Conversation, Event, Reconnect, and Connect Others. A 'Conversation Tasks' list is highlighted with a red border, containing nine numbered tasks: 1. Send Conversation Request, 2. Reply to any response ASAP and Schedule Conversation, 3. Send Check In for conversation request (if applicable), 4. Prepare Questions, 5. Send meeting Confirmation, 6. Review conversation Tips and Outline, 7. Send Thank You within 24 hours, 8. Follow up on action steps (add tasks to list), and 9. Send Check In on remaining action steps (if applicable). Below the list is an 'Add new task here' input field and an 'Add' button. To the right, there is an 'Activity (0)' section, a 'Contact Info' section with input fields for 'Referred by', 'Company', and 'Email', and an 'Update' button. A 'Notes' section is also visible at the bottom right.

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At Career Fairs

Career fair follow up reminder:

Don't let opportunities slip away. Help your students to take the next step after career fairs. [MANGO's Follow Up Email Builder](#) helps students follow up effectively with connections they make at career fairs.

- Add link to your Career Fair guides and collateral
- Add link to emails to students: pre- and post-career fair reminders
- Add link to student check-in materials

Learn About Link:

<https://mangoconnects.com/event-follow-up/>

Start Writing Link:

https://app.mangoconnects.com/demo_messages/event_followups/new

Sample Copy

Don't let opportunities slip away. Follow up with Career Fair contacts effectively using [MANGO's free email building tool](#). MANGO makes writing custom follow-up emails easy by guiding you through each step. [Start writing a follow-up email](#) – it's quick and easy.

Don't let connections you made at [Event name] fizzle out! [Try writing a follow-up email using MANGO](#), a free email building tool, to keep the conversation going.

Career Coach Toolkit

Interested in becoming a MANGO certified
Connector Campus?

[Learn More](#)

The MANGO logo, consisting of a stylized orange circle with a green dot above it, followed by the word "FAQs" in a bold, sans-serif font.

FAQs

Is MANGO really free?

Yes, it really is, subject to our common sense [Terms of Use](#). There's also no paid version, no integration and no ads. It's part of our mission to expand opportunities for all.

Questions?

Have a question about MANGO, how you can use it to help your students, or something else? Feel free to [contact us](#).