SEA Member to Member Mentoring Program

Welcome to SEA's Career Center. This is the home of the Member to Member Mentor Program.

Via this portal SEA members can choose to volunteer as a mentor, search for a mentor (formal or informal), connect for career advice, or even post other opportunities for SEA members.

For more detailed info on the mentoring program, view the Guide below.

Disclaimer: This is an informal, voluntary program for SEA members. SEA staff is not involved in making or enforcing mentoring connections.

Types of Mentoring Relationships

- Informal peer to peer advice and conversation
- Informal career advice and questions
- ECQ and resume assistance
- Formal mentoring relationship

Mentoring Agreement Form

If you choose to enter into a formal mentoring relationship, SEA has created a draft Agreement Form you may choose to use.

Technical Assistance

Please contact SEA Member Services at action@seniorexecs.org for technical questions about using the Career Center.

Before Accessing the Career Center

In order to have optimal use of the Career Center please make sure you are logged into your account. If you need help with your online login information, please contact member services at action@seniorexecs.org.

By logging into your account, you are able to update your "resume" to reflect your preferred mentor/mentee type. As detailed in the image below, while on the home screen of your profile, first select "Content & Features". This will take you to the main content that is customizable and also visible on your profile. Here, you will next select "Resume/CV". Once that page loads, then you will click on "Edit My Resume".
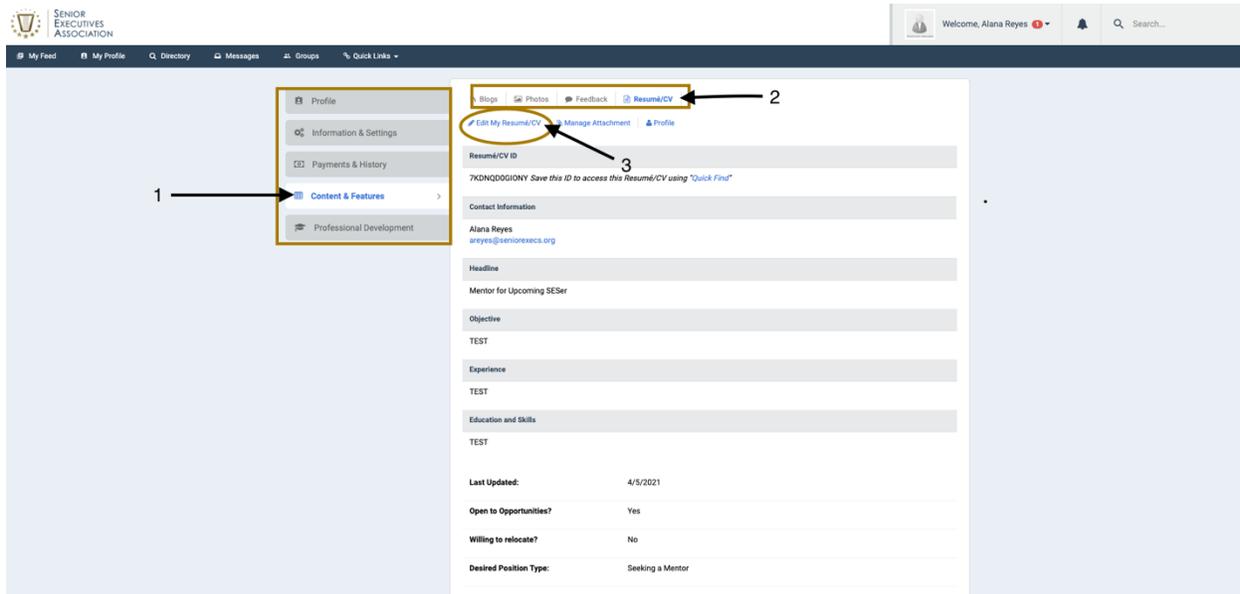
In your resume, there will be 6 important sections for you to fill out. The rest are optional to your preferences. These sections will be:

1. Name
2. Headline
3. Objective
4. Experience
5. Contact Information
6. Classification

Name and Headline

You will clearly write your first and last name followed by a headline. The headline should highlight whether you want to be a mentor or want to be a mentee.

Objective and Experience

The objective and experience sections are entirely up to you to determine the level of specificity you provide. If you wish to only be a mentor for a short amount of time and on an informal basis, then you will write that in the objective tab. The same goes for if you are a mentee and want to give the mentors an idea of the type of guidance you request. The objective section is a brief summary to alert mentees or mentors to who may be a good fit for them. The experience section is where you will then briefly describe the experience you have in a specific topic. This will also help match the correct mentee with a mentor. The information in this section is available to be viewed by other users in the Career Center.

Contact Information and Classification

In the contact information section, you can select from the "Contact Address" to have your personal address, work address or no address visible to those who come across your resume. You can also choose to edit your address selection from your main profile. If you need help with that please reach out to member services at action@seniorexecs.org, The same rules for "Contact Address" applies for "Contact Phone". To enhance the "contact phone" option, please use the "Additional Information" section to further express time limits on phone calls and what should be said in the event a voicemail is left.

Classification is determined by whether you would like to be a mentor or be a mentee. It is imperative that you select the correct classifications as this is how someone would be able to find you for their specific needs. In the "Primary Category" drop down you will have the selections of:

1. Career Connections
2. Misc
3. Research
4. Seeking a Mentor
5. Serve as a Mentor

For this situation, you will want to focus on either selecting seeking a mentor or serve as a mentor.


Once all of that is saved and completed, you may now move on to using the career center.

How Do I Access the Career Center?

To access the career center, select the drop down menu under the "Membership" tab. Click on the "Career Center" option to reach the Career Center homepage.
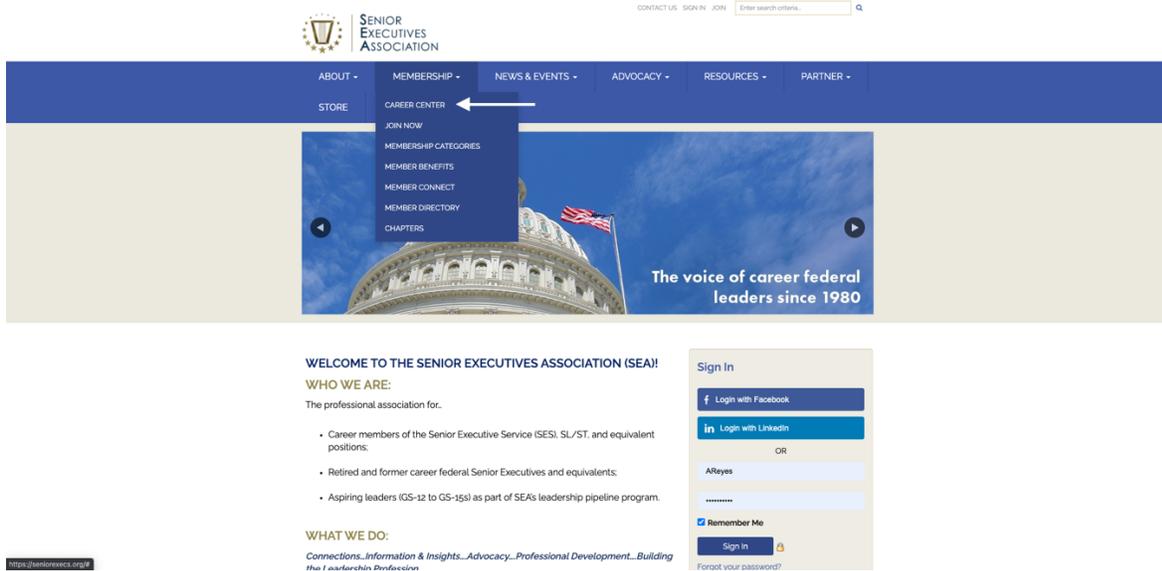
Once in the Career Center, you will click on the option of Resume/CV Search. This will then take you to a "Search by Criteria" page.
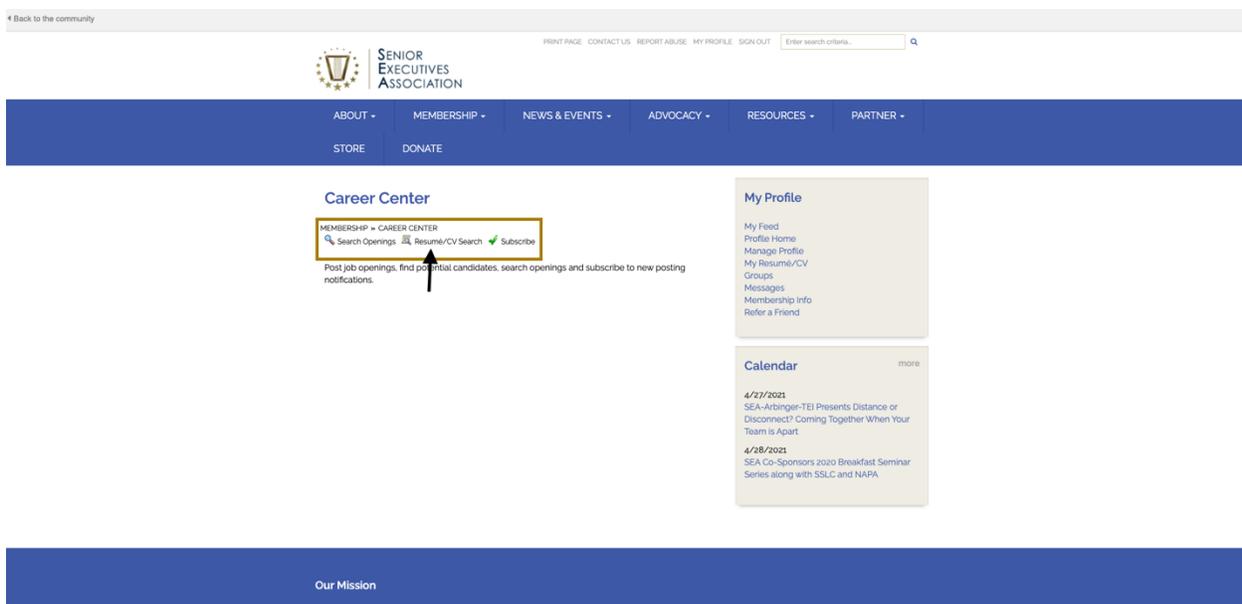
This "Search by Criteria" page will allow you to specify what you are looking for. In the category section, you can narrow down resumes by those who are "seeking a mentor" and those who wish to "serve as a mentor."

Once you've selected your category and clicked search, you can now see everyone who has categorized their resume to that specific criteria.

To view someone's resume please click on the Blue ID that is on the left side of their name. This will take you directly to their resume page.

If you are interested in working with that person, you may contact them directly using their contact information. It is up to you and that person to connect and build a mutual contract based on the guidelines SEA has provided.

If you have any questions, please reach out to action@seniorexecs.org. We will answer any questions you may have to make your group experience as productive and easy as possible.