



PICKER ENGINEERING PROGRAM
Northampton, MA 01063

Memo

From: Andrew J. Guswa

To: Students seeking recommendation letters

Re: Recommendation letter solicitation

I am happy to provide my honest and enthusiastic assessment of your capabilities, skills, and knowledge in support of applications for graduate school, study abroad, fellowships, etc. So that I may write the best letter possible on your behalf, I request the following:

- **timing** – please have all relevant materials (see below) to me no later than three weeks before the required postmark date for your letter
- **materials** (part 1) – please provide the full request for the recommendation letter, including any forms that need to be filled out and to whom the letter is to be addressed
- **materials** (part 2) – please provide an addressed and stamped envelope for each letter
- **materials** (part 3) – please provide me with a copy of your current resume (if you have one) and transcript
- **content** (part 1) – please provide me with an idea of why you are applying for this opportunity and what you hope to gain from it
- **content** (part 2) – please provide me with details of your particular characteristics, abilities, and/or experiences that you think are especially valuable to mention

The content items can often be addressed in a face-to-face meeting. If this is not feasible, please provide the information in written form.

If you have any questions about this process, please do not hesitate to contact me.