



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 deadline* for your letter(s).
- **materials** (part 1) – please provide me with a checklist that includes the name of each institution or organization to which a letter is to be sent, the corresponding deadline, and the mechanism(s) by which the letter is to be submitted (electronic, mail).
- **materials** (part 2) – for electronic submissions, the request for a letter is often sent directly by the institution or organization; please make sure that I receive these emails *at least one full week* before the letter is due. For mailed submissions, please provide me with hard copies of all relevant forms and an addressed, stamped envelope.
- **materials** (part 3) – please provide me with a copy of your current resume (if you have one) and transcript (unofficial is fine)
- **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 or phone conversation. 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.