

Guidelines for PKG Fellowships recommenders

Thank you for writing a letter of recommendation for the public service PKG Fellowship program at the Priscilla King Gray Public Service Center. Each year, about 50 MIT students receive funding for PKG fellowships to help communities and service organizations build their capacity to be effective.

Our selection process relies heavily on informed, candid evaluations such as yours. Please help us to determine if the student is likely to complete the project successfully and safely. All responses will be treated confidentially and used solely for the fellowship selection process.

If at all possible, please read a draft of the student's fellowship application before writing your recommendation. Otherwise, please meet with the student to discuss the project details. We ask that you provide the selection committee with a letter of recommendation of no more than two pages. Either write your recommendation in the body of an email or attach a Word document. No PDFs, please. Be sure to include the following basic information:

- Applicant's name
- Your faculty or staff position
- Your MIT address, phone number, and email
- How long you have known the applicant, and in what capacity

Feel free to comment on the student's project as you wish. However, some important criteria to bear in mind are the student's:

- Record of accomplishment at MIT
- Maturity, personal integrity, and sense of responsibility
- Awareness of safety and risk management
- Skills and experience related to the proposed work
- Creativity, initiative, and problem-solving abilities
- Leadership experience and potential
- Commitment to the community being served
- Specific examples from your own interactions with the applicant are helpful. If there are skills that the student may need to develop in order to make a success of the project, please let us know — we may be able to help.

Email your recommendation to fellowships-staff@mit.edu by March 20. Please do not send a PDF attachment (Word documents or simple emails are fine). If you know that you will not be able to meet that deadline, email fellowships-staff@mit.edu and let us know when to expect your letter. However, it is in the student's best interest for you to submit your recommendation on time.

If you have any questions, contact Alison Hynd at 617-258-0691 or fellowships-staff@mit.edu.

Thank you for your help in this selection process.