



## WILLIAMS COLLEGE OFFICE OF FELLOWSHIPS

**Katerina King, Ph.D**  
Director of Fellowships  
Phone: 413-597-3017  
katerina.p.king@williams.edu

*Hopkins Hall 2<sup>nd</sup> Floor*  
PO Box 518  
Williamstown, MA 01267

**Lynn Chick**  
Fellowships Coordinator  
(413) 597-3044  
mary.lynn.chick@williams.edu

### WRITING A SUMMER FELLOWSHIP RECOMMENDATION LETTER FOR A WILLIAMS STUDENT

Williams has generous funding for independent summer projects endowed by alums and friends of the College. A full list of the fellowships administered by the Office of Fellowships can be found here: <https://fellowships.williams.edu/summer-travel-fellowships/>

We thank you for agreeing to write a letter in support of your student's summer project.

#### **The applicant should give you:**

- A draft of his/her proposal
- Information about the fellowship to which the student is applying
- Any other relevant information as requested by you, such as transcripts or resumes

#### **We ask that you:**

- Provide the student with constructive criticism of the proposal, if possible.
- Write your letter on your letterhead, with the student's name prominent on the first page. Sign the letter (by hand or electronically), then email it to Lynn Chick at [mchick@williams.edu](mailto:mchick@williams.edu) by February 15, 2017.

#### **Selection criteria for which you can provide evidence and support in your letter:**

- Validity and feasibility of the proposed project: the student's project should be feasible given his/her preparation, access to resources, and time limitations.
- Academic qualifications: the student's academic preparation, analytical, linguistic and methodological skills should be sufficient in relation to the proposed project.
- Potential for growth: the student's project should make good sense given his/her personal and professional goals.
- Personal suitability: the student's maturity, motivation, and adaptability to a different cultural environment should be of the level required for a successful and productive execution of the project.

Please be as specific as possible in your letter. Should you have any questions or concerns, please contact us: [mchick@williams.edu](mailto:mchick@williams.edu), 597-3044.

Your letter will be read by a selection committee consisting of Williams faculty and staff. Your letter is an important part of the student's application. Please comment on your student's strengths and weaknesses, and anything else that you believe your colleagues should know. Winners are announced in the mid-March.

**THANK YOU!** We appreciate your patience with this process and your support of a deserving Williams Student