Greetings,

In order for me to write an effective letter, I will need the following information. Please submit these materials including this checklist at least two weeks before the deadline.

Best of luck with obtaining your career dreams!

Dr. Mello

Return the following materials in one document:

1. Resume/CV
2. Responses to these questions:
   1. In what role do we know one another? Student, Teaching Assistant, Research Assistant, and/or other.
   2. How long did we interact? For a class, use one semester, otherwise list number of years and months.
   3. If a student, what classes did you attend? List full title. What grade did you earn?
   4. If other role(s), provide a detailed list of the activities that you completed.
   5. What was your GPA?
   6. Have you received any awards or honors?
   7. Have you volunteered? If so, where, what did you do, and how did it influence your career trajectory?
   8. Are their challenges that you have faced that you would like me to know about? For example, do you identify as a first generation college student, immigrant, undocumented, and/or have had another experience that you would like to share?