

## How to Prepare Letters of Recommendation for ASES Awards

Thank you for your interest in supporting a nominee for the American Solar Energy Society (ASES) Awards Program. This program was initiated in 1975 to honor individuals or teams that have made significant contributions to the field of solar and renewable energy, as well as to ASES. Note that nominations must be placed by ASES members in good standing, but letters of recommendation may be submitted by anyone who is familiar with the candidate's work and character. These tips should help you to submit a letter that is simple and effective.

Letters of recommendation may be submitted by email. Letters do not need to be on official letterhead, and they may be relatively brief. They should be emailed to **awards@ases.org** using the file naming protocol:  
AwardCategory\_CandidateLastName\_LetterWriterLastName.

Be sure to review the qualities recognized by this specific Award. A summary of the criteria for each Award is available through the following links.

- [Fellows](#)
- [Innovative Research and Development Award in honor of Charles Greeley Abbot](#)
- [Leadership in Solar Architecture and Design Award](#)
- [Volunteer Service Award in honor of Rebecca Vories](#)
- [John and Barbara Yellott Award for Graduate Solar Research](#)
- [Women in Solar Energy Award \(WISE\)](#)
- [Applied Solar Technology Award in honor of Hoyt Clarke Hottel](#)
- [Leadership in Solar Policy and Market Transformation Award](#)
- [Code Development, Innovation, and Training Award in honor of Claudia Hansen Wentworth](#)

### Suggested Content for Your Letter

- 1) Name of the candidate and the targeted Award.
- 2) Provide a short statement about how you know the candidate (common workplace, personal friend, mentor, etc.).
- 3) Provide a few sentences with additional detail about the candidate. For example, describe one outstanding project that you personally know the candidate has contributed to in a significant way, and describe how that work spotlights the qualities that this Award is intended to recognize.

- 4) Briefly explain why you think the candidate's contributions will endure? How does their character and specific work (whether in research and development or policy or business or education, or other sectors noted in the Awards criteria) support the Award criteria? If you know the candidate to be an ASES member, please mention that.
- 5) A personal note or links to further details about the candidate are optional.
- 6) Add your name or signature and your contact information. An email is sufficient; no letterhead is required.

If you know of others who might also provide short letters of reference, please feel free to notify them and share this information. If you need further assistance, email [awards@ases.org](mailto:awards@ases.org).