

HOW TO WRITE AN EFFECTIVE AWARD NOMINATION

NOMINATIONS SHOULD BE CRISP, CONCISE AND FOCUS ON OUTCOMES ACHIEVED AND IMPACT REACHED

Pick the Right Candidate

- Does your candidate meet all eligibility criteria
- Are the scope and focus of the nominee's achievements relevant to the award
- Compare your prospective nominee to previous recipients; do they have a comparable profile?
- Can you describe enough specific achievements that the nominee has accomplished?

Address the Selection Criteria

- Is this award the most appropriate for the candidate's achievements?
- Be specific. To be effective, give examples including qualities, achievements and details relevant to the selection criteria.
- When detailing accomplishments, integrate words that develop authenticity and trust to ensure the overall text is logical and persuasive

Cover Letter

- Outline the rationale for the nomination
- Note particular accomplishments and clearly define the nominee's impact through these contributions and initiatives; not just "what" they did but showcase "why" it mattered
- Include a substantive description of the relationship between the lead nominator and the nominee

Letters of Support

- Should come from individuals who know the nominee well enough to speak first-hand about the nominee's achievements
- Should demonstrate the tangible impact and outcomes of the nominee's contributions
- Include personal observations and convictions about the significance of the candidate's work

Curriculum Vitae

The C.V. or biography should include the following:

- Education
- Awards and Honours Received
- Employment/Professional Activities
- Community Service/Volunteer Activities