

TIPS FOR WRITING AN IMPACTFUL NOMINATION LETTER



CRAFTING AN IMPACTFUL AWARD NOMINATION LETTER REQUIRES THOUGHTFUL CONSIDERATION AND ATTENTION TO DETAIL. HERE ARE SOME ESSENTIAL TIPS:

UNDERSTAND THE AWARD CRITERIA

- Thoroughly review the purpose and criteria of the award to familiarize yourself with what the award committee is seeking. Tailor your letter to highlight how the nominee's achievements align with these criteria.
 - Using the criteria as section titles can help organize the letter and show that the candidate meets the various criteria.

PERSONALIZE YOUR LETTER

- It's not enough to state that someone is outstanding; instead, back it up with specific examples and concrete evidence. Use metrics or anecdotes to showcase the nominee's achievements.

BE CONCISE YET COMPREHENSIVE

- While including all necessary details, keep your letter concise. Aim to provide enough information to support your nomination without overwhelming the reader.

CONCLUDE WITH A STRONG ENDORSEMENT

- End your letter by emphasizing why the nominee truly deserves the award. Make it clear that you wholeheartedly believe they are the best choice.

RECRUIT HELP

- Nomination letters don't have to be solo endeavours. Ask a colleague, mentee, student, or supervisor of the nominee to contribute to or collaborate on the letter. Ask the nominee to provide information that they want included in the letter.
- Don't hesitate to use artificial intelligence to help with an initial draft! If you go this route, make sure to add your own ideas and style.

GET FEEDBACK

- Was your nominee not selected? When asked, some organizations provide feedback on the nomination. This can be helpful for a resubmission the following cycle. It's not uncommon for someone to be selected on a second or even third attempt at an award.

COMMON MISTAKES TO AVOID WHEN WRITING NOMINATION LETTERS

STARTING LATE

- Preparing a letter at the last minute leaves little time to make strong links between the criteria and the candidate's work, seek collaborators or testimonials, reference other nomination package material, and edit the letter. Start early – even if only by drafting an outline.

OVER-EXAGGERATING ABILITIES

- While it's essential to showcase the nominee's strengths, avoid hyperbole. Stick to the facts – honesty and authenticity matter.

WRITING GENERIC OR IMPERSONAL LETTERS

- Generic letters lack impact so be sure to customize each letter. Address the nominee's unique qualities and specific achievements.

NEGLECTING PROOFREADING

- Typos, grammatical errors and inconsistencies can detract from the overall impression. Proofread your letter carefully before submitting it. A polished letter reflects professionalism and attention to detail.

REMEMBER, A WELL-CRAFTED NOMINATION LETTER CAN MAKE A SIGNIFICANT DIFFERENCE IN RECOGNIZING SOMEONE'S ACHIEVEMENTS. BEST OF LUCK WITH YOUR NOMINATION!

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