



# **GWRRRA UNIVERSITY**

## **HOW-TO**

### How to Write a Nomination Letter

You've been asked to or have decided on your own to nominate a Member for an award. Here are the steps to consider when writing the letter.

#### **What is this award all about?**

Before you write the first word, put some time into getting the background on the award and the nominee. Research the history of the award. What type of people generally are selected? A published list of criteria can be found on [gwrra.org/oconnect](http://gwrra.org/oconnect), Officer Resources. Review it and note areas that fit your nominee. Look at the list of those selected in the past and the qualities they possess that you may be able to highlight when you write your own letter.

#### **How do I start?**

Once you have that information, start your letter. In your introduction, tell a little about yourself and how you know the person you're recommending. It should be written by someone who knows the nominee well enough to be able to talk about their achievement from first-hand experience.

#### **It is with great pleasure that I nominate...**

The next paragraph should briefly state why the nominee deserves an award. The statement should clearly outline the contributions the nominee has made and how the nominee's efforts have been helpful. The opening should not be longer than one paragraph. It is simply an overview of why the nominee is qualified for receiving such an award. Include the nominee's name and Membership number in the beginning.

From there, you can describe the reasons the nominee deserves the award, putting in as many facts as you can. In addition to facts and figures about the ways the nominee has helped others within the Association, mention personality characteristics that make the nominee deserving, including the nominee's passion for helping others or the nominee's long-term commitment to the goals and beliefs of the Association. This is where you might state how long they have been a Member and positions they have held, if applicable. Noting what other awards they have received will give the nomination committee a frame of reference as to how impactful this person has been.

The entire letter should be kept somewhat formal and words such as "amazing" and "awesome" should be avoided. Rather, the letter should contain words and sentences that sound more authentic. Read the letter out loud several times to determine how well it flows. Ask someone to read it and give input. Spell check and grammar check is a must!!

#### **Closing statements...**

It should be a summary of the main points from the body of the letter connecting back to the introduction, why you are nominating this Member. The amount of effort you are willing to put into the letter will directly affect the outcome. Take your time. The nominee obviously deserves it.