

HELPFUL TIPS FOR WRITING A NOMINATION LETTER

THINGS TO DO

GIVE SPECIFIC INFORMATION ABOUT THE NOMINEE

Provide the information that committee members can use to determine the applicant's strengths. Use specific examples of when a student went above and beyond the call of duty.

SHOW THAT THE WRITER KNOWS THE STUDENT PERSONALLY

Providing examples of incidents or actions unique to this relationship are more credible than information that could be gathered from the resume.

INDICATE WHAT PARTICULARLY QUALIFIES THE STUDENT

By providing the links between past performance and what is proposed by the committee, the information will be more valuable.

PLACE THE STUDENT IN A LARGER CONTEXT

The student can be compared to graduate students or professionals. Quantitative remarks and percentages may be useful as well.

THINGS TO AVOID

LETTERS THAT ARE TOO SHORT

Short letters are not as useful to the selection committee because they cannot give enough information to let the nominee stand out. Make sure the letters have enough information in them to give your nominee the credit they deserve.

SUMMARIES OF STUDENTS JOB DUTIES

By simply describing what the student employee does on a day-to-day basis, the committee is not able to see what makes them special. Help the committee see what you see in your student employee!

UNSUPPORTED PRAISE

By using generic terms to describe the student, the student will not stand out among the other nominees. Use examples to show how they are deserving of such praise.

FAINT PRAISE

Make sure not to criticize your nominee indirectly by giving a slight compliment. Saying "this student was not as bad as the previous employee" comes off in a negative way instead of complimentary.