

10 Tips for Writing a Nomination Letter

Writing a nomination letter for a faculty member applying for an honorific award is an important and influential task. Your letter can significantly impact the chances of the nominee receiving the award. Here are ten tips to help you craft an effective nomination letter:

- 1. Understand the criteria:** Familiarize yourself with the specific criteria and guidelines for the award. Ensure that the nominee meets all the requirements and qualifications. Make sure you as the letter writer also meet any requirements the award may require (IE: being a member of the society offering the award, being a past winner of the award, etc.)
- 2. Personal knowledge:** Highlight your personal knowledge of the nominee's accomplishments and qualifications. Provide specific examples of their contributions, achievements, impact on their field, and how their work has been transformative in their field.
- 3. Be concise and focused:** Keep your letter clear, concise, and to the point. Avoid unnecessary jargon or overly technical language. Emphasize the nominee's most relevant accomplishments.
- 4. Tailor the letter:** Customize the letter for the specific award and the organization granting it. Explain why the nominee is an ideal candidate for this particular honor. Use key words from the awards description to highlight the faculty members qualifications.
- 5. Strong opening:** Begin with a compelling and enthusiastic opening that grabs the reader's attention and conveys your confidence in the nominee's qualifications.
- 6. Provide evidence:** Back up your claims with concrete examples and evidence of the nominee's contributions, such as publications, research, teaching, or community involvement. Use data and statistics when applicable.
- 7. Letters of support:** Encourage colleagues, students, and other associates to write letters of support. Mention these additional endorsements in your letter to bolster the nominee's credibility.
- 8. Impact and significance:** Describe the broader impact of the nominee's work, including how it has influenced their field, advanced knowledge, or contributed to the institution's mission.
- 9. Highlight character and leadership:** Mention the nominee's personal qualities, such as integrity, leadership, and dedication to their field. Explain how these qualities have positively influenced their colleagues and students.
- 10. Closing statement:** Conclude with a strong and persuasive summary of why the nominee deserves the award. Express your enthusiasm for their candidacy and your belief that they are the most deserving candidate.

Remember to proofread your nomination letter for clarity and correctness. Also, submit your letter before the deadline and follow any specific submission instructions provided by the awarding organization. Your well-prepared nomination letter can significantly enhance the nominee's chances of receiving the honorific award. If you would like guidance, please contact Bailey Benninger at 607-777-6985 or at bbenning@binghamton.edu.