

SUPPORTING LETTER GUIDANCE

Letters of support should be from high profile individuals who have first-hand knowledge of the nominee (although preferably not in their direct reporting line) and can fully endorse the nominee's contribution. They should give detailed information on activities the nominee undertakes.

Support letters should indicate the relationship between the writer and the nominee and the length of the relationship. Full details about the support letter writer's knowledge of the nominee's contribution should be included as well as the writer's view on the impact of the contribution.

Even though the letter of support needs to provide the panel with enough detail to inform decision making, it should be kept punchy, aiming for a total of one page.

State in your first paragraph the intent of the letter. For example, "Please accept this letter as my unequivocal recommendation of [Nominee's Name] for [Event or Organization Name]."

State in the second paragraph the nominee's professional qualifications for the position. Tailor your response to the experiences from his resume that makes them an ideal candidate for that position specifically. Express your utmost confidence in her abilities.

Express in the third paragraph the personal qualifications that you see in the nominee. This may include any community service or personal interaction you have had. Communicate the personal traits that you feel would make the nominee an ideal candidate for the proposed position.

Conclude in the closing paragraph with a reiteration of your nomination of the candidate and the general reasons why you are nominating him. You may wish to also conclude with your contact information so that you may be reached for any additional questions the committee may have.