

Letter Flow

- First Paragraph:
 - Introduce the nominee and provide all the context needed. It should contain information on the nominee's role and a brief explanation as to why you feel they meet the award criteria. Include your relationship with the nominee; how long have you known them? What has been the nature of your work together? (more [here](#))
- Main Body:
 - Provide several concrete examples of the general and specific efforts and contributions of the nominee that meet the criteria of the award.
 - You can include brief 'testimonial' statements from other co-workers, students, faculty, etc on who the nominee has had a positive impact.
 - Avoid generalizations

What to Avoid:

- Avoid generalities (like "He/she is a hard worker and goes above and beyond her job duties"). Make every sentence count, provide enough detail, and use examples to emphasize what you are saying and to demonstrate to the committee how the individual or team meets the award criteria
- Providing a summary without any specifics
- Avoid implicit gender bias and gendered language (more [here](#))