

NOMINATION

WRITING TIPS

1. Review the award criteria carefully.

2. Think about the nominee(s) you have selected and describe how they have met the criteria.

3. If they have won other awards that the committee should know about, list them.

4. Include facts or data that may be shared to show the significant achievements the nominee(s) have made as it pertains to the award criteria - numbers help tell the story!

5. Your nominee(s) are the best source of information. Contact them or a supervisor who may be able to provide you with more detailed information.

6. Now that you have all the data, you are ready to write your nomination. Be creative and remember that the selection committee may know very little about the nominee(s) - you are going to share as much information about them so they can understand why they deserve this recognition.

7. Proofread your nomination to make sure there are no misspelled words. Avoid using acronyms when possible.

If you would like assistance writing a strong nomination, please consider making an appointment with the Center for Excellence in Writing. To schedule your appointment, please visit writingcenter.fiu.edu.