Letter of Support Instructions

Please refer to the criteria listed for each Alumni Award category at: http://alumni.ualberta.ca/benefits-and-services/alumni-awards

Introduction
- Date
- Addressed to the Alumni Awards Committee, University of Alberta Alumni Association
- Name of nominee
- The length of time you have known the nominee and in what capacity (i.e. professional or personal).

Body of letter
Please comment on your personal experience with the achievements, contributions and character of the nominee. Why do you think they should be honoured with an Alumni Award? When possible, provide examples to support your statements.

Examples of information to include:
- Describe the nominee’s accomplishments outside of their profession, including their personal interests and community involvement.
- The areas and roles where the nominee excels. What impact have they had on their profession and community?
- What demonstrates how this nominee is different, or special? How do they stand out from their peers? Please provide examples to support your statements.
- Involvements that are based on the nominee’s individual merit or personal commitment, rather than as a result of their position of employment or academic program requirements.
- What qualities does the nominee demonstrate that make them inspirational to students and alumni? Is there something the community can learn from their achievements and contributions?

Closing
- Your title, first and last names
- Complete contact information: email, phone and mailing address
- Signature not required if letter is submitted electronically

For information on the selection process, timeline and eligibility please see the Alumni Awards website at http://alumni.ualberta.ca/benefits-and-services/alumni-awards

Questions: alumni.awards@ualberta.ca  (780) 492-4523  Toll Free: 1-800-661-2593