Guidelines for Referees Providing a Letter of Support

Named in honour of our faculty’s founding professor and a passionate public servant, the William Muir Edwards Citizenship Prize recognizes Faculty of Engineering undergraduate students who have made exceptional contributions to society. It’s a celebration of citizenship, leadership and of young people who go to extraordinary lengths to make our world a better place.

Up to five $10,000 prizes are available and successful students will be officially inducted into the William Muir Edwards Society at a special ceremony on June 4, 2019.

Here are some guidelines to help you prepare your letter:

- Letters should not exceed two pages and should be in PDF, DOC or DOCX format.
- Letters cannot be from the individual who initiated the nomination (e.g. the nominator).
- Clearly describe your relationship with the nominee and highlight how they have demonstrated exceptional citizenship and leadership to make our communities better.
- Activities and initiatives are not limited to engineering-related pursuits. We want to hear about ALL the great things our students do and ideally across a broad range of areas.
- Focus on the student’s current activities and highlight the value and impact of their contributions.

Letters can be addressed to:

The Office of Advancement
William Muir Edwards Citizenship Prize Selection Committee
9-201 Donadeo Innovation Centre for Engineering
9211 - 116 St. NW
Edmonton, AB T6G 1H9

There are two ways to submit your letter:

1) Ask the nominee to attach it to the online form they will be submitting

or

2) Let them know you prefer to send it to us directly and email it to EnggGen@ualberta.ca.

Letters must be received by midnight April 14, 2019 to be considered.

More details are available at uab.ca/engineering.