

Nomination Letter Writing Tips

We know how important it is for nominators to show the impact that the volunteer they are nominating has made on their community so we've come up with some tips for you to keep in mind when preparing your letter.

- **Formatting:** Use a standard 12point font with one-inch margins. Letters can be 1 to 3 pages in length and should be addressed to members of the selection committee for the award you've chosen.
- **Understand the award criteria:** Tailor your wording and include examples to illustrate how the individual or community group embodies the award criteria.
- **Supporting statements and testimonials:** Gather supporting statements from colleagues, clients, other volunteers and/or members of the community.

Also, remember that the selection committee may not know anything about the nominee(s) impact or successes as a volunteer. Therefore, the more detailed information you provide the better.

Here are some of our suggestions to help you write a compelling nomination letter:

- The opening paragraph of the letter should put the rest of a nomination letter into context for the selection committee. This paragraph should contain the nominee's name, volunteer position, and a brief explanation as to why the nominee is a suitable candidate for the award. You should also include your relationship to the nominee (i.e. how long have you worked with this individual/group, what was the capacity in which you worked with them, etc.).
- The main body of the letter should provide the selection committee with a well-rounded picture of the nominee. These paragraphs should provide several concrete examples of the general and specific efforts and contributions the nominee has made, the qualities that make the individual or group a worthy recipient, and how these have made a difference to the community.
- When multiple nomination letters are being submitted, it is a good strategy for the different writers to connect to ensure key criteria are addressed and linked across letters. Each letter should add its own value (as opposed to each one saying the same thing and, taken collectively, missing key criteria).
- Avoid generalities (like "They are a hard worker and go above and beyond their job duties"). Make every sentence count, provide enough detail and use examples to emphasize what you are saying and to demonstrate to the selection committee how the individual or team meets the award criteria and should be selected to receive the award.
- Have someone review your letter(s) before you submit, they may find errors or give feedback on how to improve it.

For more information please contact awards@volunteermanitoba.ca or call 204-477-5180!