

What Makes a Great Letter of Support in Regard to Global Awards?

All of the nominations and applications related to the Global Awards program require up to 3 letters of support from various administrators, supervisors, colleagues, advisees or others instrumental in the career or current role of a nominee. Nominators may wish to provide the following guidance to any letter writers in order to ensure that letters fully support an applicant's package. Just the existence of a letter within a package as necessary to complete the application may not be sufficient support for a nominee. The letter(s) must speak to the nature of the award or scholarship or to any guidelines/criteria requested. Reviewers want to know that whomever is writing the letter of support has intimate knowledge of the candidate's credentials and suitability for an award/scholarship.

Letter format:

Letters must be original to the NACADA Global award/scholarship to which they are applying and may not be "recycled" from past award packages, even if they were submitted for NACADA Regional Awards.

1. Letters must be on institutional letterhead and signed by the writer.
2. Letters should be 1-2 pages long and must address the criteria for the award/scholarship.

Letter content:

1. Writers should be specific about how the candidate meets the eligibility requirements and the criteria for an award/scholarship, using examples of (the candidate's) work whenever possible. Often, a scoring rubric is included with an award/scholarship category. Letters should ideally address each of these areas specifically with examples of how a candidate exemplifies outstanding work.

Example #1 of a general statement:

- *I thoroughly enjoy working with Sarah Beth and have come to know her as a truly valuable asset to our team. She is honest, dependable, and incredibly hard working.*

Example #2 of specific statement:

- *Sarah Beth has made strategic and systemic changes that have and will help us serve our students better. She has contributed in fundamental ways to broader conversations about such topics as assessment, strategic planning, teambuilding, and the dynamic ways in which these all, potentially, become braided together to the benefit of both individuals and communities on and off campus.*

2. Include both qualitative and quantitative examples of a candidate's qualities whenever possible.
3. Provide evidence of outstanding work that goes above and beyond the average expectations included within a nominee's job description. *How are they specifically exceeding expectations?* Refer to the [NACADA Core Values](#) and provide specific examples of how a candidate meets those values when going above and beyond in their work. This is especially helpful to reviewers in the Outstanding Advising Award categories.

Nominators/Applicants compile all the letters needed and follow the instructions for submissions to the awards portal based on the category. Therefore, supporters should feel confident sharing their letter openly with a nominator or applicant and should not send letters directly to NACADA.