MM/DD/YYYY

U Make a Difference Award Selection Committee

University of Calgary

**RE: NOMINATION FOR [INSERT NAME], COLLABORATION AND COMMUNICATION CATEGORY**

Dear Selection Committee Members,

[*Opening Paragraph:*

Start with putting the rest of the nomination letter into context for the selection committee. This paragraph should contain the nominee's name, position at the university, and a brief explanation as to why the nominee is a suitable candidate. You should also include your relationship to the nominee (i.e. how long have you worked with this individual/team, what was the capacity in which you worked with them, etc.). Letters that are co-written by 2-3 nominators should contain similar information.]

[*Main Body of the Letter:*

Use several concrete examples of the general and specific efforts and contributions the nominee made, the qualities that make the individual or team a worthy recipient, and how these have made a difference to the university.

Use examples that clearly link to the award criteria:

* For all categories (from U Make a Difference webpage):
  + - Demonstrating exceptional initiative, perseverance, accountability or commitment in meeting or exceeding client (including other staff or students) needs, project deliverables, or goals.
    - Pursuing excellence through actions of integrity and perseverance.
    - Continuously striving to surpass personal expectations and taking responsibility for own performance;
    - Actively seeking opportunities for personal learning, character building and growth.
* Specific “Collaboration and Communication” Criteria (from U Make a Difference webpage):
* Actively supporting a culture of cooperative, respectful and open communication within the university and community at large.
* Examples include:
  + - * Building and maintaining exemplary collaborative relationships both within and potentially outside of the faculty, department or work unit.
      * Encouraging or leading others to work together to achieve common goals; openly shares experiences, ideas, innovations, etc., as well as failures, so that others may benefit; giving credit and recognition to others who have contributed towards team goals.
      * Demonstrating respect in our workplace in the areas of human rights, personal dignity, and health and safety.
      * Seeking and listening to different points of view and respects differing opinions when developing solutions; separates own interests from the larger university interest to generate the best solution.

Avoid generalities (like "She is a hard worker and goes above and beyond her job duties”). Make every sentence count, provide enough detail, and use examples to emphasize what you are saying and to demonstrate to the committee how the individual or team meets the award criteria.

Focus on what the nominee demonstrated in his or her work with you. Try to avoid overlap with other nomination letters. All nomination letters should work together to present a rounded picture to the selection committee.

Include brief 'testimonial' statements from those on whom the nominee has had a positive impact. A co-signed letter should include examples or viewpoints from each supporting nominator.]

[*Conclusion:*

A brief paragraph to summarize the impact of the nominee’s work on you. The letter should be minimum 1 full page and maximum 3 pages.]

Sincerely,

[Signatories’ names and titles]