MM/DD/YYYY

U Make a Difference Award Selection Committee

University of Calgary

**RE: NOMINATION FOR [INSERT NAME], INNOVATION AND CURIOSITY 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 “Innovation and Curiosity” Criteria (from U Make a Difference webpage):
* Generating and driving new ideas, resources and processes or seeking to continuously improve beyond their normal responsibilities to benefit the university or larger community.
* Examples include:
	+ - * Applying original thinking in approach to job responsibilities or projects and research; generating or improving ideas, devices, processes, services, etc.
			* Engaging in or fostering an environment of curiosity and creativity; contributing to or facilitating problem solving, bringing forth innovative ideas and creative solutions.
			* Proactively seeking opportunities to learn about new technologies, tools or systems to enhance work methods, processes and approaches.
			* Taking initiative to enhance current procedures, policies, systems or structures to be more efficient and effective, save time or money, or improve the experience of end users.

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 their 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]