

Suggestions for a Strong Nomination Letter

- *Identify the person you want to nominate and start the process early to satisfy deadlines.*
- *Read and understand the criteria for the award*
- *Obtain or compile the nominee's career vita and identify one of the areas of recognition.*
- *If possible, involve the person you are nominating, or a family member, so that you compile accurate and detailed information about the nominee.*
- *Identify a theme that you will develop in the nomination letter or write a "thesis statement" that sums up the person's qualifications.*
- *Organize the letter effectively. Use specific details, facts, examples, anecdotes for illustrative purposes.*
- *Solicit letters of support from others, whose reputations will help the nominee to be considered favorably.*
- *Review your final draft for accuracy and for verification that you included all the information deemed necessary for this nomination.*
- *Be certain to include the nominee's and nominator's name, address, phone and e-mail address.*

North High School Hall of Fame



Nomination Information