

[DATE]

Dear Awards Committee,

**Opening Statement:**

Start with a clear, direct and specific statement of why the nominee deserves recognition. Include enough information for the awards committee to become familiar with the nominee's specific challenges faced, actions taken, and results or goals met. List the most important information in the first few sentences and then elaborate as necessary.

**Supporting Statements:**

Support the opening statement with specific examples that address the award criteria and elaborate on why the nominee's accomplishments are worthy of the award. These examples should include outcomes, results, and/or activities above and beyond the nominee's job description. Include qualities that make this person outstanding, and that are clearly relevant to the award criteria. Consider including the following evidence to answer the 'who, what, when, where, why' in your supporting statements:

1. What did the nominee do?
  - a. Projects and/or activities above the nominee's job description
  - b. Any challenges or issues encountered and overcome
2. How did they do it?
  - a. Initiative and/or leadership
  - b. Teamwork
  - c. Creativity and/or innovation
  - d. Behaviors and/or attitudes
3. What were the results and/or impact?
  - a. What did the nominee's efforts accomplish?
  - b. Are there specific benefits that the MIT community has derived from those efforts?

**Closing Statement:**

Describe how others regard the nominee (e.g., recognized expert, progressive leader, or exceptionally innovative program). Consider mentioning other accolades and/or the nominee's other education, community, etc. efforts.



Sincerely,

[SIGNED]

**Recommender Information**

Department/Affiliation

Massachusetts Institute of Technology

Contact Information