MM/DD/YYYY

U Make a Difference Award Selection Committee

University of Calgary

**RE: NOMINATION FOR [INSERT NAME], POSITIVE WORK ENVIRONMENT AND COMMUNITY 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 “Positive Work Environment and Community” Criteria (from U Make a Difference webpage):
    - Contributing to the development of a positive and engaged community.
    - Examples include:
* Actively contributing to and promoting a positive work environment, including recognizing others, role modeling and mentoring positive behaviours, promoting health and well-being, etc.
* Promoting and supporting a healthy, safe, sustainable, and productive work environment by contributing to UCalgary’s health and safety culture, supporting continuous improvement in UCalgary’s pursuit of excellence in sustainability, leveraging of various spaces, services, and programs available throughout both the university and Calgary community.
* Demonstrating exemplary community service and volunteerism through involvement with the University of Calgary volunteer programs on campus, in Calgary, and around the world while providing valuable services to the community through UCalgary programs.
* Striving for the university community that is equitable, diverse, and inclusive.

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]