



**UNIVERSITY OF  
CALGARY**

**President's Award**

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**Writing a Support Letter**

**1. Assessing the Request**

To assess your nominee's request for a letter of support, please note the following criteria for the President's Award:

1. Demonstrated leadership on university or faculty-based committees, groups or organizations
2. Contributed to the development and enhancement of co-curricular activities at the University of Calgary
3. Worked to improve the quality of the student experience at the university
4. Demonstrated a commitment to the local, provincial, national and/or international community through volunteer work
5. Contributed to a sense of community and pride at the University of Calgary
6. High academic achievement

The committee will consider the overall quality of the contribution. Nominees will be scored by the committee on each of the criteria listed above (scores will range from 0-5 with five as the highest score). Although it is not necessary to demonstrate leadership in all of the areas listed above, the scoring structure will give preference to those students whose nominations best exemplify the criteria.

The committee's aggregate score will count for half of a nominee's score. The other half will be based on the nominee's cumulative GPA. For graduate students, their GPA calculation will be based only on their graduate program and may also consider pass/fail courses, publications or academic prizes and awards.

**2. Accepting the Request**

If you choose to write a letter of support for your nominee, it is recommended that you request additional information. Ask your nominee to give you specifics on what leadership skills to comment on. Understanding where their application is already strong, may help you focus on where to comment and allow you to add a personal touch to their letter.

A good letter will take time to write, make sure you have the time available and set aside to complete this.

### **Advice for a Meaningful First Support Letter**

As a primary nominator, you will be requested to submit a first support letter and collect two additional support letters. For details on the submission process, see section three below, “The Online Submission Process”. To provide a strong first support letter, it is important to know your audience. The President's Awards applications are reviewed by a committee, which includes:

- The President of the Students’ Union or designate (co-chair)
- The President of the Graduate Students’ Association or designate (co-chair)
- The Vice-Provost (Student Experience)
- A faculty member selected by the Provost and Vice President (Academic)
- A distinguished alumna/alumnus (appointed by the Alumni Association)

As you write your letter, consider yourself as a member of the selection committee, what would you look for? How does this person measure up to their peers or prior students? Using the award criteria of leadership - be concise, give specific witnessed examples, and provide context for your support. The committee will also include representatives outside of your discipline, so ensure what you write makes sense and can be scored appropriately by them.

### **Secondary Support Letters**

Nominees must provide two secondary support letters in addition to your own. For the secondary support letters, writers should provide the following information:

1. State how well you know the applicant and provide context.
2. Group your comments according to the criteria of the award by using headings and include comments on specific skills.
3. Use comments to complement the rest of the application (ex. Shimizu (n.d.) “if the student has a straight A+ transcript and gave a great presentation in your class, use the space to comment on their communication skills if the transcript is already provided in the application.”
4. Give anecdotal support to affirm your statements. Give more than adjectives.
5. Point out key features of the application that may be missed by a reader (presentation prize, departmental award).
6. Draw comparisons to their peers or counterparts over the years.

## **3. The Online Submission Process**

The primary nominator must be a University of Calgary faculty member, staff member, or student and must use an @ucalgary.ca email address. Package requirements are listed below:

### **Submission Requirements**

1. Obtain the consent of the student whose name you are putting forward.
2. Submit a short statement (100-250 words) illustrating why the student should receive this award for excellence in student leadership.
3. Provide a letter of support.
4. Coordinate two additional letters of support from a faculty, staff, student or community member.

5. At least one of the three letters of support must be from a University of Calgary faculty member (this condition is satisfied if the nominator is also a faculty member).

**Submitting a Nomination Package:**

1. Go to [ucalgary.ca/presidentsaward](http://ucalgary.ca/presidentsaward)
2. Click on the red “Nominator Form” button
3. Complete all relevant fields
4. Click the “Submit” button at the bottom to save your form

**4. The Selection Procedure**

Each committee member will individually review the nominee’s application and supporting documents and will rate them numerically on a scale of 0 to 5 for each of the criteria listed above under “Assessing the Request.”

**Reference**

Shimizu, G. (n.d.). Tips for scholarship applications including writing reference letters. Retrieved October 29, 2012, from

[http://grad.ucalgary.ca/sites/grad.ucalgary.ca/files/awards\\_supervisor\\_scholarship\\_workshop.pdf](http://grad.ucalgary.ca/sites/grad.ucalgary.ca/files/awards_supervisor_scholarship_workshop.pdf).