

[Date]

Dear Selection Committee,

Introduction: State who you are nominating, how you know them, and your reasoning for the nomination.

Career Achievements: Describe the nominee's professional achievements and notable accomplishments within their career. Consider this question: *How has the nominee achieved a high level of distinction in their field as measured by career trajectory, prior awards, or substantial contributions that have had a positive impact on the profession or society?*

Community and Professional Service: Highlight the nominee's community and professional service outside of service in the college. Consider this question: *How has the nominee given their time and talents in service to the local, national or international community or to advancing professional societies and associations above and beyond normal job expectations?*

Continued Involvement with CU Engineering: Discuss ways in which the nominee gives back to CU and the College of Engineering & Applied Science either philanthropically or through volunteer work. Consider this question: *How has the candidate remained engaged with the College of Engineering and Applied Science, such as by serving on an advisory board, giving guest lectures, mentoring students, or providing financial support?*

Conclusion: Reiterate why you feel this nominee is deserving of a Distinguished Engineering Alumni Award. Thank the committee for their consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Email]