

[Date]

Dear Selection Committee,

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

Career Accomplishments and Professional Development: Describe the nominee's professional achievements and notable career accomplishments since graduation.

Examples: Formal recognition/awards, patents, innovations, key projects; active membership and involvement in professional organizations; leadership roles in professional groups or boards, or in the company/industry in which they are employed; training and certifications, advanced education, and licenses

Continued Involvement with CU and Engineering: Discuss ways in which the nominee gives back to CU and the College of Engineering & Applied Science either philanthropically or through volunteer work.

Examples: Student mentorship, senior design project involvement, departmental engineering boards, engineering societies, freshman projects, alumni events, financial contributions, speaking engagements, industry recruitment, etc.

Community and Professional Service: Highlight how the nominee exhibits exemplary personal qualities and development.

Examples: Proven leadership skills or qualities, passion for interests, demonstrated integrity and ethical decision-making, and commitment of time, experience and/or recurring involvement with volunteer, nonprofit, or outreach work.

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

Sincerely,

[Your Name]

[Your Title]

[Your Email]