

[Date]

Dear Selection Committee,

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

Body: The committee will use the following criteria to evaluate nominations. Based on your experience with and knowledge of the nominee, please share any insights that may assist the committee in its review. You do not need to address every category. Instead, use the limited space to highlight the qualities, contributions

- **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]