

Tips for Writing + Submitting A Strong Award Nomination

A strong nomination clearly and concisely illustrates how the nominee's accomplishments have made a meaningful, measurable impact and align directly with the award's stated criteria.

The Honors and Awards Committee carefully reviews all nominations to ensure they meet the criteria for their respective categories. When appropriate, the committee may contact nominators to recommend consideration for a different category if the nominee's achievements are a stronger fit elsewhere.

Because committee members may not be familiar with your nominee's background or responsibilities, it is essential that your nomination clearly communicates the scope, significance, and outcomes of the nominee's work.

Selecting a Nominee

Before drafting your nomination, review the criteria for the specific award to ensure that the nominee's accomplishments align with its intent. This step will strengthen your submission and ensure it receives appropriate consideration.

Writing Your Nomination

Be concise and substantive.

Use clear, direct language and focus on relevant information. Well-organized, succinct writing helps evaluators quickly identify the nominee's impact.

Address the "What" and the "How."

- What did the nominee achieve? Provide concrete examples of projects, initiatives, or activities that relate directly to the award criteria.
- How did the nominee achieve these results? Highlight initiative, leadership, creativity, and professional behaviors that contributed to success.

Explain the results and impact.

Describe outcomes in measurable or observable terms. What changed because of the nominee's actions? What specific benefits were realized within NACE, across the profession, or within their organization?

Ensure every statement adds value.

Each sentence or bullet point should provide meaningful insight into the nominee's achievements.

Demonstrate excellence beyond expectations.

Clarify how the nominee's accomplishments exceed standard performance or expectations, emphasizing the significance and scope of their contributions.

Be clear and specific.

Avoid assumptions that the committee will understand technical terms or institutional context. Define acronyms and explain specialized details in accessible language.

Communicate sincerity and respect.

Express genuine appreciation for the nominee's work, while maintaining an objective and evidence-based tone.

Incorporate multiple perspectives.

Consider gathering input from colleagues who can provide additional context or examples of the nominee's impact. A peer review of your nomination can also help ensure accuracy and completeness.

Review and proofread carefully.

Errors in grammar, spelling, or factual details can detract from the professionalism of the submission. Verify all information and ensure the nomination presents a polished and credible case.

Avoid vague generalities.

Phrases such as "hard worker" or "goes above and beyond" should be supported by specific, verifiable examples that illustrate those qualities in action.

Updated November 2025