



AUBURN UNIVERSITY

CAREER CENTER

Student Employee of the Year **Tips for a Winning Nomination Letter**

In addition to the **required** *Online Nomination Form*, nominators also have the option to submit a letter on behalf of their student nominee. In your nomination letter, please describe the accomplishments of the nominee which you feel qualify him/her to be considered for Student Employee of the Year recognition. Nominations will be judged on the following characteristics: **reliability, quality of work, initiative, professionalism and the uniqueness of the student's contribution** to the employer. Your letter must be limited to two pages.

By including information and examples about the following areas, you will likely address each of the required selection criteria.

- The nominee's greatest attributes, as they relate to the job.
- How the nominee has gone above and beyond the standard work expectations.
- The quality of the nominee's work and work style.
- The nominee's leadership skills, initiative and motivation.
- The impact the nominee has had on your department, campus, and community.
- The qualities of the nominee that set him/her apart from other student employees.

*Please note that additional materials such as a second letter of recommendation or performance evaluations will not be considered.

Letters may be submitted as part of the Online Nomination Form.

Deadline for submission is Friday, February 7, 2014.