

[Date]

Dear Award Review Committee:

I am [voice excitement] to recommend [my nomination for the blank] Award. [My nominee] is an exceptional student with impressive research skills. [Introduce areas of study]. [Key experience or area of interest]. [Brief description of future plans]. For this letter, I have consulted with several of the faculty and staff who have worked with [my nominee].

Academic Engagement and Academic Performance

[In the following section please include quote(s) from nominee's professors].

CMU and Community Involvement

[My nominee] has truly committed to all the university has to offer. [Introduce activities and involvement]. [Describe organization or why involvement is important].

[Student employment if applicable].

[In the following section please include quote(s) from nominee's employer or organization leader].

Inspiring Others

[My nominee's] range of experiences [list impact and involvement with peers].

[In the following section please include quote(s) from nominee's peers or witness to an inspirational activity].

Character

[In the following section please include quote(s) from nominee's peers or witness to an inspirational activity].

[My nominee] is a [highlight exceptional activity/use buzz words to describe nominee] at Carnegie Mellon. [Summarize each section of attributes]. We are fortunate to have [this nominee] as such a vital member of the [list department or college]. I enthusiastically recommend [insert appropriate pronoun] for the [insert title] Award.

Thank you for your consideration.
Sincerely,