EACE
Eastern Association
of Colleges and Employers

Tips for Writing a Strong EACE Award Nomination

To help the awards committee evaluate each submission, we recommend the following:

- Be specific and provide context as much as possible. Include concrete details to help the committee understand the scope of the program, initiative, and/or member's accomplishments. Detail key achievements, who benefited, and why the accomplishments were significant to the organization, its members, or the broader profession.

- Include relevant metrics, measurable results, feedback, or other evidence of success when available.

- While there is not a minimum length for an award submission, it is recommended that the nomination be at least 300 words if possible.

- Add professional anecdotes to supplement the submission that can show your relationship.

- Directly connect the nominee's achievements to the mission and focus of the award. Reference specific elements from the award description whenever possible. Submissions should be comprehensive enough to allow the committee to fully understand and visualize the nominee's accomplishments.

- For team-based programs or initiatives, describe the nominee's specific role and contributions to the overall effort. Help the committee understand how the nominee contributed to the success of the work.

- For Excellence Awards, review relevant event or program materials, evaluations, press releases, and other documentation to identify and incorporate key details and successes.

- For EACE Member Service Awards, visit the nominee's LinkedIn profile and other relevant sources to help incorporate a wide range of contributions, accomplishments, and service.

- Connect part of the submission to how the program, initiative, and/or member's accomplishments are aligned to the mission and focus of the award. Whenever possible, reference specific elements of the award description.