



# UNIVERSITY OF TORONTO

## FACULTY OF APPLIED SCIENCE & ENGINEERING

### ENGINEERING ALUMNI NETWORK (EAN) AWARDS

### LETTERS OF SUPPORT – TIPS & SUGGESTIONS

The EAN awards recognize alumni who have made outstanding contributions to the profession, to society and to the community at large. The Awards Committee relies heavily on the letters of support accompanying a nomination when selecting award winners. Here are some suggestions for letter writers.

- It is recommended that nominators who are writing letters of support be peers or colleagues who have the capacity and knowledge to write a letter of support from a personal, qualified point of view.
- Be specific in describing the nominee's accomplishments and contributions and their impact, whether in industry, business or academia.
- Provide specific examples whenever possible to illustrate the excellence and impact of the nominee's work.
- As appropriate, comment on the candidate's participation and commitment to serving the profession and the community through educational activities, professional societies, volunteer organizations, etc.
- Comments based on your personal knowledge of the candidate's work can be very helpful.

Please send your completed packages (letters of support and CV) to:

**Engineering Alumni Network Awards Committee**

c/o Office of Advancement – Attn: EAN Awards

Faculty of Applied Science & Engineering

University of Toronto

55 St. George Street, Room 670

Toronto, ON, M5S 1A4

*OR*

E-mail your completed nomination package to [eanawards@ecf.utoronto.ca](mailto:eanawards@ecf.utoronto.ca)

Phone – (416) 978-4274