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How to Write Winning Award Nominations

Crafting a winning award nomination involves showcasing the nominee's achievements, impact, and unique qualities in a compelling way. Here are some tips to help you write a standout nomination:

- **Understand the Criteria and Scoring Categories:** Familiarize yourself with the award criteria to ensure your nomination aligns with the specific qualities or achievements the award recognizes. Be sure that you have read the rules and category descriptions. The rules will outline how nominations are scored. For example, most achievement awards are scored on impact, complexity and leadership, and resource savings.

- **Gather Information:** Collect detailed information about the nominee's accomplishments, contributions, and any relevant statistics or examples that highlight their impact. Use concrete examples and data to quantify their achievements whenever possible.

- **Tell a Story:** Frame the nomination as a narrative, telling a story that captivates the reader. Start with a strong opening that grabs attention and maintains interest throughout. Highlight what sets the nominee apart. Whether it's their innovative approach, leadership style, or a particular skill, emphasize what makes them unique. If the nominee has overcome challenges, setbacks, or obstacles, discuss these in a positive light. Highlighting resilience and problem-solving skills can strengthen the nomination.

- **Be Concise:** While providing detailed information is crucial, be mindful of the word limit or guidelines. Ensure that every word adds value and contributes to the overall narrative. Refrain from the use of acronyms, as the judging panel has representatives from different services and may not be familiar with yours or it may have a different meaning.

- **Proofread:** Before submitting the nomination, carefully proofread it to eliminate any grammatical errors or typos. A polished nomination reflects the care and effort you've put into the process.
- **Completeness:** Ensure you have filled out all the information and answered/addressed all the judging areas.

Remember, a successful nomination not only highlights the nominee's achievements but also tells a compelling story that resonates with the award criteria and the judging panel. Good luck!