

Ontario Professional Engineers Awards

Letters of Support – Hints and Tips

Letters of support are one of the most important components in the selection process for receipt of an Ontario Professional Engineers Award.

Here are tips to consider when preparing letters of support.

- Be specific on the significance of the nominee's contributions and their impact, keeping in mind the selection criteria (e.g. work-related; service to the profession; service to society and the community).
- Ensure that the contributions highlighted in the letters of support and their significance are aligned with and cover all aspects of the selection criteria for the intended award category. For instance, for the Engineering Medal in the Young Engineer category, the letters of support should support the nominee's contributions in all three of the specified criteria in proportion to the criterion's weighting in the selection process (i.e. 60 per cent work-related; 20 per cent service to the profession; 20 per cent service to society and the community).
- Avoid repetition in the letters of support. Ideally, each letter of support should focus on different attributes of the nominee and different contributions, so that, collectively, the letters of support build a case for the nominee's worthiness for the award.
- Select referees who can write concretely and from personal experience about a nominee's contributions and their lasting impact.