

Ontario Professional Engineers Awards

Letters of Support – Hints and Tips

Letters of Support are one of the most important components in the evaluation process for an Ontario Professional Engineers Award (OPEA).

Here are some tips to consider when preparing a Letter of Support:

1. Be specific on the significance of the nominee's contributions and their impact, keeping in mind the award's selection criteria (e.g. work-related; service to the profession; service to society and the community).
2. Ensure that the contributions highlighted in the Letter of Support are aligned with the values of the selection criteria for the intended award category. For example, 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 contributions from employment in industry must be within the last four (4) years); 20 per cent service to the profession; 20 per cent service to society and the community).
3. Avoid repetition in Letters of Support. Ideally, each letter of support should focus on different attributes of the nominee and different contributions, so that, collectively, they build a case for the nominee's worthiness for the award. Each award category requires a minimum of 2 letters of support. It is best for those "writers" to coordinate their submissions to avoid duplication.
4. Select referees who can write concretely and from personal experience about a nominee's contributions and their lasting impact. This increases the impact each submission.