

How to ask for Nomination Letter and What to Include



Introduce Your Request

Politely ask if your reference would be willing to write a letter for your scholarship application. Be sure to explain why you're applying and the significance of the scholarship to your goals.



Highlight Specific Skills and Achievements

Ask them to focus on specific academic or professional achievements that they have observed.

Suggest they mention any notable projects, awards, or leadership roles you've taken on, especially those that relate to the scholarship's focus.



Provide Examples of Your Impact

Request that they include concrete examples of contributions you've made, whether in class, work, or volunteer activities.

Examples that demonstrate your ability to collaborate, innovate, or overcome challenges will be particularly impactful.



Align with Scholarship Goals

Ask them to emphasize how your aspirations align with the mission or values of the scholarship.

If relevant, mention how the scholarship could support your professional or academic development.



Discuss Character and Personal Qualities

Encourage them to describe personal qualities that showcase your work ethic, resilience, creativity, or commitment to your field of study or community.



Closing Endorsement

Politely request that they include a strong endorsement of you as a deserving candidate and provide their contact information in case follow-up is needed.



Provide Necessary Information

Offer any necessary details, such as the scholarship name, due date, and instructions for submission to make the process easier for them.



Have Options

This is one of the first documents the jury reads, make sure it counts. Always ask more than one person for a letter, select the strongest to lead your submission.

People are busy and sometimes plans fall through, reach out early and always have a back up.

Have questions about the scholarship process? Email Ashley Taylor at ataylor@aiacalifornia.org.



EXAMPLE NOMINATION LETTER

30 May 2030

Dear Scholarship Committee,

I am writing to enthusiastically nominate Jane Doe for the Widom Scholarship. As Jane's instructor in Introduction to Architectural Design at [Community College Name], I have had the pleasure of witnessing their exceptional talent, dedication, and potential in the field of architecture.

Jane has consistently demonstrated a remarkable aptitude for architectural concepts and design principles. Their projects showcase not only technical proficiency but also a unique creative vision that sets them apart from their peers. I've been particularly impressed by their ability to blend functionality with aesthetic appeal, a skill that is crucial in the world of architecture.

Beyond their academic achievements, Jane has shown an admirable commitment to their studies and the field of architecture. They actively participate in class discussions, often bringing insightful perspectives that elevate the entire class's learning experience. Their enthusiasm for architecture extends beyond the classroom, as evidenced by their voluntary participation in our department's design competition, where their innovative concept for a sustainable community center earned significant praise.

What truly distinguishes Jane is their passion for using architecture as a means to improve communities. They have expressed a keen interest in sustainable design and have already begun exploring ways to incorporate eco-friendly elements into their projects. This forward-thinking approach, combined with their technical skills and creativity, makes them an ideal candidate for further education and future success in the field of architecture.

[Student Name] has overcome significant financial challenges to pursue their education, working part-time while maintaining excellent grades. This scholarship would provide crucial support, allowing them to focus more fully on their studies and continue developing their considerable talent.

I am confident that Jane has the potential to make significant contributions to the field of architecture. Their dedication, creativity, and vision make them an exceptional candidate for this scholarship. I wholeheartedly recommend Jane for your favorable consideration.

Thank you,



Olivia Wilson

Instructor/Job

Email

Address

EXAMPLE RESUME

hello@reallygreatsite.com | 123-456-7890 | 123 Anywhere St., Any City
www.reallygreatsite.com

SUMMARY

Passionate and creative architecture student with a keen eye for design and a strong foundation in architectural principles. Actively pursuing opportunities to blend theoretical knowledge with practical application through academic projects, extracurricular activities, and community involvement. Demonstrates initiative through participation in design competitions, volunteer work with Habitat for Humanity, and leadership in the college's Architecture Club. Eager to contribute fresh perspectives and innovative ideas to the field of architecture while continuously expanding skills and knowledge.

WORK EXPERIENCE

Library Assistant, Anytown Community College

Oct 2023 - Present

- Assist students with research and resource location
- Maintain organization of library materials
- Develop strong attention to detail and customer service skills

Internship, Salford & Co Corporation

Apr 2021 - Dec 2021

- Supported senior executives with administrative tasks, including scheduling meetings, managing correspondence, and preparing reports.
 - Assisted in the planning and execution of corporate events and client meetings, ensuring a high level of professionalism and attention to detail.
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EDUCATION

Bachelor of Architecture

Jan 2019 - Feb 2021

University of Anywhere

Associate of Arts in Architecture

Jan 2017 - Dec 2018

Anywhere Community College

- Final GPA: 3.80
 - Deans List: Spring 2017, Fall 2018
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KEY SKILLS

- Proficient in AutoCAD, SketchUp, and Adobe Creative Suite
- Basic knowledge of 3D modeling and rendering
- Strong spatial awareness and creative problem-solving skills
- Excellent communication and teamwork abilities
- Attention to detail and time management