

Sample Cover Letter for Nomination

SAMPLE

<date>

Office of Student Affairs
Missouri State University
Carrington Hall 200
901 S. National Ave.
Springfield, MO 65897

Dear Citizen Scholar Selection Committee, Board of Governors:

I am writing this letter to nominate Joe/Jane Student for the 2026-2027 Board of Governors' Citizen Scholar Award. I have been Joe's/Jane's advisor for the past two years, and during that time I have witnessed his/her exceptional commitment in the areas of service and academics. Two years ago, Joe/Jane completed my course in Advanced Biochemistry, which included a service component that involved volunteering at a local community health clinic. Inspired by this experience, Joe/Jane went on to organize the Students for Public Health (SPH) organization and continues to volunteer in the area through this initiative.

Last summer, Joe/Jane took his/her service experience to a new level, organizing an SPH summer excursion to Argentina. During this trip, Joe/Jane and other members of his/her club helped set up public clinics for rural communities and raised a significant amount of money for medical supply donations. It is my opinion that this activity exemplifies the University's Public Affairs mission and characterizes the idea of a "citizen scholar."

In conclusion, I believe that Joe/Jane is an excellent student with a strong record of community service and would make an ideal candidate for the Citizen Scholar Award. Please accept my official nomination of Mr. /Ms. Student, and do not hesitate to contact me with any questions.

Sincerely,

<Name>, <Title>.
<Department>