

Sample Cover Letter for Nomination Packet

SAMPLE

September 1, 2017

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 2017-2018 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 also 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>

Enclosures: Nomination packet
