**Texas ENA Achievement Award Nomination**

 **Tips for High Quality Submission**

1. When possible, interview the person.
	1. Asking for their input can make the application much richer, as no one knows the nominees accomplishments better.
	2. Include metrics/outcomes, detailed accomplishments/contributions that relate directly to each of the criteria outlined for the award and nominee’s impact. Superlatives are nice, but numbers and examples are much better.
	3. Give specific examples –use descriptive language and then give a situation or example that shows why the individual or team should win the award.
	4. Ask for their resume, then review it.
2. Quality writing matters.
	1. The letters are graded, in part, on writing skills of the author against each criteria - so be very detailed and descriptive.
	2. Use your best writing skills with complete sentences.
	3. Tell a story: Storytelling engages the reviewer. Think of a story that highlights the impact your nominee has made. Use vivid language to create a picture for the reader. Include stories and use examples to illustrate key points and demonstrate the passion of the nominee.
	4. Use words that are powerful! Make sure to accompany these words with specific examples of illustrative behaviors. Make every word and sentence count!
	5. Avoid sweeping generalities.
3. Many people are caring, positive, and excellent but how do you know this? Provide as many examples as possible in each section.
	1. Quotes from other nurses work well.
	2. Give specific, detailed examples of what the nominee does that is considered to be above and beyond what is expected of the nurse as a part of their job description.
4. Answer the questions
	1. If you don't answer each criteria, it will definitely not make the cut.
	2. Provide examples - Key projects, results/outcomes, add in measurements….. before and after.
5. Remember:
	1. Writing a good award nomination application or letter takes time – for most nominations; at least one hour.
	2. Letter are blinded. (No identifying information)
		1. Please submit a de-identifying letter, i.e. do not mention nominee’s name, hospital, city, chapter etc.
	3. Pay attention to word count – if you go beyond the word count, additional words are cut off and will not appear in the final application.
		1. 200 words per section limit.
	4. Submit the required requested documents before the deadline, include all nomination letters and application form, including CV (if required).
	5. How can you present your nomination letter in a way that sets it apart from others? You know they are special, but why?