

## **Texas ENA Achievement Award Nomination Tips for High Quality Submission**

1. When possible, interview the person.
  - a. Asking for their input can make the application much richer, as no one knows the nominees accomplishments better.
  - b. Include 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.
  - c. Give specific examples – use descriptive language and then give a situation or example that shows why the individual or team should win the award.
  - d. Ask for their resume, then review it.
  
2. Quality writing matters.
  - a. The letters are graded, in part, on writing skills of the author against each criteria - so be very detailed and descriptive.
  - b. Use your best writing skills with complete sentences.
  - c. 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.
  - d. Use words that are powerful! Make sure to accompany these words with specific examples of illustrative behaviors. Make every word and sentence count!
  - e. 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.
  - a. Quotes from other nurses work well.
  - b. 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/criterion.
  - a. If you don't answer each criteria, it will definitely not make the cut.

- b. Answer each criterion (section/question) separately, so if the information is applicable to one criterion, do not be afraid to restate the information in another criterion.
  - c. Provide examples - Key projects, results/outcomes, add in measurements..... before and after.
  - d. Try to list three examples, with outcomes or impact, for each example.
5. Remember:
- a. Writing a good award nomination application or letter takes time – for most nominations; at least one hour.
  - b. Letters are blinded. (No identifying information)
    - i. Please submit a de-identifying letter, i.e. do not mention nominee's name, hospital, city, chapter etc.
  - c. 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.
    - i. 200 words per section limit.
  - d. Submit the required requested documents before the deadline, include all nomination letters and application form, including CV (if required).
  - e. How can you present your nomination letter in a way that sets it apart from others? You know they are special, but why?