



Northeast Ohio
Regional
Library System

Tips for Writing a Strong Award Nomination

1. Be specific and detailed: Describe what the nominee did, how they did it, and why it matters.
2. Address each scoring category: Clearly speak to their impact on the community, library, and profession so reviewers can easily evaluate each area.
3. Include measurable outcomes when possible: Numbers like attendance, participation, partnerships, etc., help demonstrate impact.
4. Share examples or stories: providing anecdotes can bring the nominee's work to life and show real-world results.
5. Highlight initiative: Explain how the nominee went above and beyond their role.
6. Show broader influence: If applicable, note how their work has been shared or recognized beyond their library.
7. Focus on impact, not just duties: Emphasize outcomes and contributions beyond job duties.
8. Provide multimedia: pictures, short videos, or examples of the nominee's work to elevate the nomination.