

DATE

Dear NASPA Center for Women Scholarship and Recognition Committee:

I hope this letter finds you well. The purpose of this letter is to support the nomination of *[insert nominee name]* for the Zenobia Lawrence Hikes Award. [this is where you can introduce yourself briefly and your relationship to the nominee, including number of years that you've known the candidate, their position, etc.].

In addition to serving as *[nominee's position]*, she has also served as a mentor to me. In my current role as *[insert employed position or position within professional organization here]*, she guides me through professional decisions and continuously pushes me to strive for higher levels in my career. [Here you can go into greater detail the nominee's strengths as a mentor and as a student affairs professional. This can be 4-5 sentences long].

She is very accessible to the masters students, and regularly meets with them regarding their questions and concerns. [This paragraph can discuss the candidate's contributions to students or the student community at a particular institution. This can also be 4-5 sentences long].

She understands the importance of giving back to your communities, which is why she continues her involvement with multiple organizations such as *[insert organizations here]* and she is committed to her surrounding communities as well. [In the final paragraph you can detail her contributions to the student affairs field at large, any accomplishments within professional organizations or in their communities, and any other information that would address the criteria for the award].

It is with great pride and honor that I recommend *[nominee's name]* for the Zenobia Lawrence Hikes Award. She exemplifies what it means to be a thoughtful mentor who is actively giving

back to faculty, students, and staff. She understands the power and impact of what a meaningful mentoring relationship can do to those who are progressing in their professions, and many of us are indebted to her invaluable assistance.

Please do not hesitate to contact me if you have any further questions. Thank you for your consideration and I wish you luck on the selection process.

Best,

Signature

Your name

Position

Institution