

Tips for Writing a Successful ATHENA Award Nomination

The selection of the ATHENA Award recipient each year is based solely on the information provided in the written nomination – the Selection Committee will not consider any outside information or knowledge it may have about an individual. Therefore, be as thorough as possible in capturing your nominee’s qualifications. Also consider only nominations that are three typed pages and must be submitted on time to be considered.

The following suggestions will assist you in preparing your nomination:

- Contact your nominee and request a biography and/or resume, or even perform an informal interview. Also consider contacting a member of the nominee’s family and/or a professional colleague/mentee for more supporting information.
- To save time, you can split up the research and/or writing of the nomination with a colleague. In some organizations, the marketing department prepares award submissions pertaining to employees. Or, you may be worthwhile to make a small investment in a freelance writer to prepare the nomination based on information you provide.
- Successful nominations are results-focused. Use specific, tangible examples of how your nominee embodies the award criteria and impacts those around her.

Criteria 1 – Demonstrate excellence, creativity and initiative in her business or profession

Examples may include:

- Degrees attained, length of career and positions held within her organization(s)
- Examples of her responsibilities, leadership, innovation and/or creativity
- Growth of company or organization under her leadership
- Special initiatives taken for her organization, especially above and beyond her job description
- Professional awards, honors, recognitions and professional affiliations

Criteria 2 - Provide valuable service to improve the quality of life for others in the community

Examples may include:

- List of boards, committees, and positions held with community and nonprofit organizations
- Examples of her responsibilities, leadership, innovation and/or creativity with community and nonprofit organizations
- Growth of organization(s) under her leadership
- Special initiatives undertaken by organization(s) under her leadership
- Awards and recognition of her community service

Criteria 3 - Assist women in reaching their full leadership potential

Examples may include:

- How she has served as a role model/mentor to others, with examples of providing career guidance and other professional and personal support, and impact shown
- How she has championed women’s issues and supported the advancement of women in the workplace or the community
- Awards and recognitions received in these areas
- Concise, impactful quotes from mentees can also be effective