



# Preparing 2026 AAP Award Nominations



Association *of* Academic Physiatrists

# Recommendations for Successful Letters

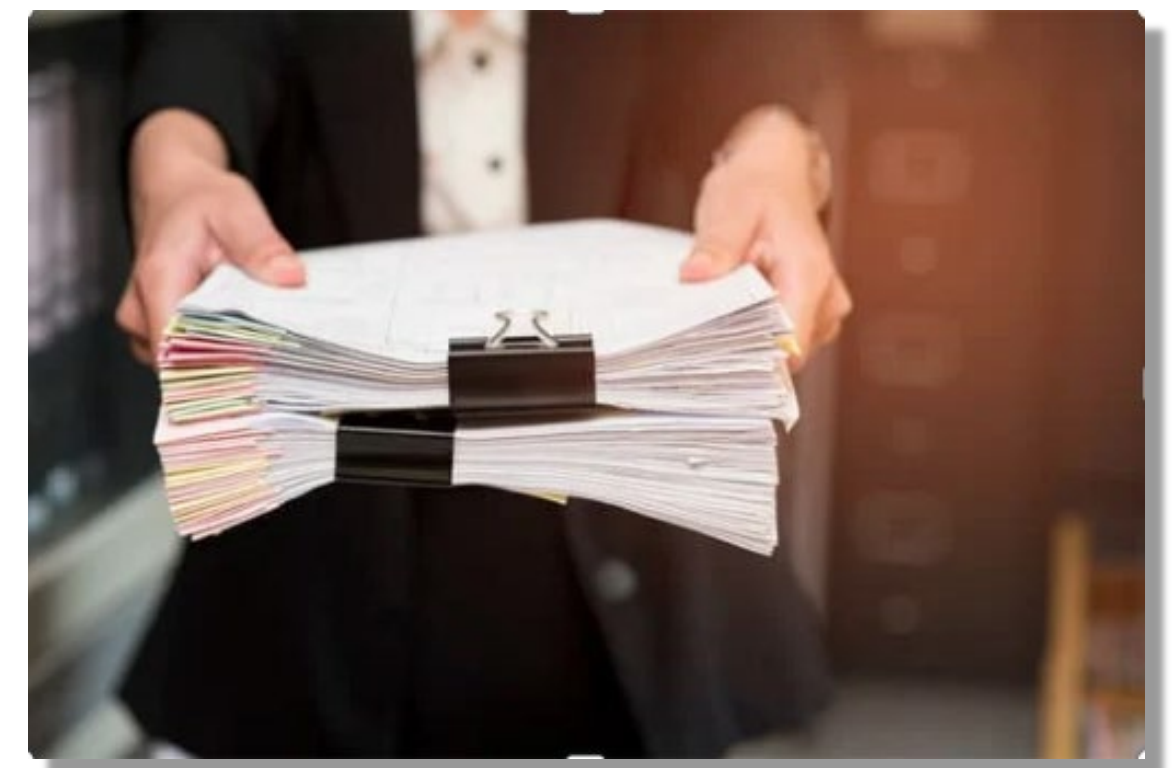
- ✓ Describe specific characteristics, qualities or examples you believe make the nominee unique/special or demonstrate how they go above and beyond.
- ✓ Quality is appreciated more than quantity. A well-written and concise submission increases the likelihood of a positive outcome.
- ✓ Be specific in how the nominee met the award criteria. Provide concrete examples.
- ✓ Always assume the judge/reviewer does not know your candidate.
- ✓ Proofread the letters prior to submission. Typos and grammatical errors are distracting.
- ✓ Have others review and critique your work before you submit your nomination letter/form.



**Follow the directions!**

# Submitting Multiple Letters

- Solicit letters of support from others whose reputations will help the nominee be considered favorably. Supply helpful information to the writers of supporting letters.
- If submitting multiple letters for a nominee, talk through what each letter writer plans to include in their letters.
  - How do the letters complement each other?
  - What story do the letters collectively tell about the candidate?
  - Use the letters to maximize the examples shared about the candidate.





# Suggested Nomination Letter Format

- **Salutation/Greeting**
  - Addressed to the person who will be reviewing the nomination.
- **Paragraph 1**
  - Explain your connection with the nominee
  - Include how you know the person and why you are qualified to be recommending him/her
- **Paragraph 2**
  - Give a detailed description of their qualifications.
  - Choose few points and give specific examples to reinforce those points.
- **Paragraph 3**
  - Address specific skills that the nominee has in connection to the award.
- **Paragraph 4**
  - State “I highly recommend” or “recommend without reservation.”
  - Include a summary of the reasons, do not introduce any new concepts or ideas.
- **Conclusion**
  - Include a statement reinstating your faith in the nominee and offer to provide more information if required.



# Additional Recommendations

**As you write your letter think about the following questions:**

- What did the nominee do that was beyond simply doing their job?
- How did they do it?
- What were the results and/or impact?

**A nomination letter should not be:**

- An extended CV or resume
- A list of educational achievements
- A list of awards, appointments, or roles
- A job description showing what the nominee was hired to do



# Resources

**Compiled from the following resources”**

[Nomination Letter Writing Best Practices](#); The University of Kansas, Academic Success

[Nomination Writing Strategies](#); Sonoma State University Division of Student Affairs

[Nomination Tips](#); Texas A&M

Deadline to submit nominations for Physiatry  
'26 in Puerto Rico is May 9, 2025.



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