



# Ontario Professional Engineers Award for an Engineering Project or Achievement

## Letters of Support – Hints and Tips

Letters of support are one of the most important components in the selection process for receipt of an Ontario Professional Engineers Award.

Here are tips to consider when preparing letters of support for the Engineering Project or Achievement Award.

- Select nominators who can speak from a position of knowledge with respect to the selection criteria categories.
- Ideally, each letter of support should emphasize different selection criteria categories:
  - Impact on society and/or industry, and /or engineering;
  - Ingenuity;
  - Project complexity;
  - Environmental impacts; and
  - Client expectations.
- Ideally, include the client as one of the nominators to provide a letter of support affirming the project or achievement met or exceeded expectations.
- Include a major beneficiary of the project or achievement as a nominator to vouch for the broader economic and societal impacts of the project or achievement.
- Letters of support should substantiate the project's sustainability and showcase the environmental and economic impact, as well as highlight the engineering achievements of Ontario's engineers.