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## Guidelines for Referees Providing a Letter of Support

Named in honour of our faculty's founding professor and a passionate public servant, the William Muir Edwards Citizenship Award recognizes Faculty of Engineering undergraduate students who have made exceptional contributions to society. It's a celebration of citizenship, leadership and of young people who go to extraordinary lengths to make our world a better place.

Up to five \$10,000 awards are available and successful students will be officially inducted into the William Muir Edwards Society at a special ceremony on June 9, 2020.

Here are some guidelines to help you prepare your letter:

- Letters should not exceed two pages and should be in PDF, DOC or DOCX format.
- Letters cannot be from the individual who initiated the nomination (e.g. the nominator).
- Clearly describe your relationship with the nominee and highlight how they have demonstrated exceptional citizenship and leadership to make our communities better.
- Activities and initiatives are not limited to engineering-related pursuits. We want to hear about **ALL** the great things our students do and ideally across a broad range of areas.
- Focus on the student's current activities and highlight the **value** and **impact** of their contributions.

Letters can be addressed to:

The Office of Advancement  
William Muir Edwards Citizenship Award Selection Committee  
9-201 Donadeo Innovation Centre for Engineering  
9211 - 116 St. NW  
Edmonton, AB T6G 1H9

**Letters should be submitted online with the complete nomination package being submitted by the nominator and must be received by midnight, March 15th, 2020 to be considered.**

More details are available at [uab.ca/wmeaward](http://uab.ca/wmeaward).

