

Holmen Alumni Award

Example Application

Cover Letter:

This should be an introductory letter introducing the nominee to the Alumni Selection Committee. It should contain a general summary of the individual and personal information not included in the six category summary giving the committee a better feel for who the nominee is. The cover letter should be a maximum of one page.

Six Category Summaries of Community Service Activities

Community service activities

- Member/Officer of a local community group
 - First Responders (2010 – 2013)
- Church Activities
- Volunteer Organizations

Example of leadership

- Leading an improvement project in the community
 - Lead park improvement project through the Lions group (2013)
- Organizing and starting a youth activity in the community
 - Boy Scout Leader (2008 – 2010)
- Chairing an organization
- Starting a business

Personal achievements

- Education level
 - Holmen High (1983)
 - UWL (1987)
- Family
- Community recognitions
- Publications

Contributions to their school district

- School board member / Booster Club Officer
- Parent groups
- Improvement projects for the district
- Volunteering to help students

Professional achievement

- Accomplishments at the workplace
- Running a business
- Research accomplishments
- Presentations

Honorary awards and citations

- Community awards
- Organization awards
- Military awards
- Workplace awards/recognitions

Providing detailed information with dates for all bullets will help the committee in their selection. Supplementary material beyond the cover letter and six category summary may also be included with the application.