

# Preparing a Successful Application for the Sam Lieberman Regents' Award for Student Scholarship

The university supports successful applications for the Sam Lieberman Regents' Awards and offers the following tips and sample application documents to assist undergraduate students as they apply for these awards.

Applicants should carefully review all instructions, qualifications, and application package requirements. Be sure to include and/or address each item requested. The application package should include the following documents in this order:

1. Nomination form
2. Table of contents
3. Nomination letter
4. Personal statement
5. Letters of support (optional)
6. Curriculum vitae or resume
7. Biography

All documents should be combined into one PDF application package prior to submission. This enables you to order documents appropriately and reduce the likelihood of errors. It also streamlines reviewers' efforts to identify each component of the application.

- Please use the following format for the file name:

**UNLV - [Year] Sam Lieberman Award - Undergraduate - First Last.pdf**

For guidance on the appearance of these documents and for templates, please review the award's webpage.

# Nomination Components

## Nomination Letter

- The nomination letter must be written by an NSHE academic or administrative faculty member.
- The nomination letter should comprehensively address how the nominee has achieved and maintained a significant record of excellence while a registered NSHE student. Rather than listing the nominee's qualifications, a successful nomination letter will provide evidence of the nominee going above and beyond to expand their student experience and include notable outcomes of the nominee's engagement. The letter should provide speak to and provide evidence of the following points:
  - Academic accomplishments (awards, scholarly activities, research).
  - Leadership abilities and contributions.
  - Service contributions (on and off campus).
  - Potential for continued success.
- The letter should use language that will be understood by reviewers from other disciplines (i.e., writing for the intelligent layperson).
- The letter should appear on campus letterhead, use one-inch margins, and be addressed as follows:

**TO:** Selection Committee, Sam Lieberman Regents' Award for Student Scholarship

**FROM:** Name of letter writer and title

**DATE:** Date when the nomination letter was composed (Month Day, Year)

**RE:** Nomination of (student name) for Sam Lieberman Regents' Award for Student Scholarship

## Personal Statement

- A personal statement provides a snapshot of you as a student, including your aspirations, motivations, and perspectives on scholarly and service activities.
- The personal statement should be no more than 1 page long and should discuss the following questions.

- How would you assess your experience at UNLV academically and personally?
- How has your UNLV experience, in the broadest sense, prepared you for achieving your future goals?
- Include discussion of your academic, research, and scholarly accomplishments as well as your leadership experiences as a UNLV student.

### Letters of Support (optional)

- Nominees should submit as many letters of support as possible.
- Letters of support should come from individuals best positioned to affirm the nominee's excellence and deservingness of the award.
  - Letters should provide specific examples of the nominee's accomplishments and quality of work, rather than generalized praise.
- Letters should appear on campus letterhead, use one-inch margins, and be addressed as follows:

**TO:** Selection Committee, Sam Lieberman Regents' Award for Student Scholarship

**FROM:** Name of letter writer and title

**DATE:** Date when the nomination letter was composed (Month Day, Year)

**RE:** Letter of Support for (student name) - Sam Lieberman Regents' Award for Student Scholarship

### Biography

- The nominee's biography should be one-half page in length and be formatted on campus letterhead. Nominees should send their biography to their nominator for placement on UNLV letterhead.
- Biographies should be written in the third person and begin with information about yourself (major, department, year). They should also include concise information about academic accomplishments and professional goals.