



June 21, 2022

Best Practice for writing a citation:

Citations should be a summation of the qualities described in the letters of support focusing on the characteristics for which the nominee has been nominated. (The Citations become the public record). no more than 250

Do:

Back up statements with relevant and concrete examples

Provide dates where appropriate

Choose the most significant examples

Double-check facts

Focus on accomplishment, not personality

Ensure that names of projects, organizations, reports, etc. are spelled out in full and correctly

Speak to accomplishments beyond dates and quantities

Avoid:

Clichés (“worked tirelessly”)

Acronyms (Canada Green Building Council, not CaGBC)

Exaggeration

Unnecessary adverbs / adjectives

The use of “worked on” - provide a more accurate description of the role, where relevant.

Lists