

Application Style Guide

Samuel E. Wood Medallion Award

Sponsored by the Stout Student Association

Cover Letter Style Guide

- Introduce yourself as an applicant. State your nomination for the award, your involvement on campus, and why you are a strong candidate for the award.
- Limit cover letter to one (1) page.
- Address Cover Letter to:
 - Stout Student Association
UW-Stout Selection Committee, Samuel E. Wood Medallion Award
118 Memorial Student Center
302 10th Avenue East
Menomonie, WI 54751

Campus Involvement Section

- Share how you have been involved on campus throughout your time at UW-Stout. Involvement can range from student organizations, to performing arts, to student government, to on-campus employment, to athletics, etc.
- Briefly explain each role you have occupied and how these roles have promoted the advancement of campus life at UW-Stout, within the organization, and your own personal growth.
- This section should be chronologically organized, broken down by each academic year spent at Stout. Limit content to no more than one (1) page *per* academic year.
- Do not include any instances of your GPA, as this is a non-academic award.
- Headers, bullet points and visual organization are encouraged.
- All pages of the application must be numbered.
- Applications should be grammatically correct and easy to understand.

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Reflective Statement Section

Answer the following questions. Each answer can have up to 200 words (for a total of 600 words).

1. Please describe the contribution and impact that you have made to your organization(s), university and/or community. How have your contributions impacted the students, university and/or community?
2. What makes a good leader and what skills do you value the most based on your leadership experience on campus?
3. How have you personally grown and developed throughout your time at UW-Stout? How will this help you in the future for your personal and professional life?

Letters of Recommendation

- Request letters of recommendation at least two (2) weeks in advance!
- Letters should be sent directly to the applicant as they will upload it as part of their online application process. However, if the recommender prefers, they may email it directly to the SSA Vice President at ssavicepres@uwstout.edu. If this is the case, upload a blank document to the Connect form.
- For an example, please see **Sample Email Request for a Letter of Recommendation**