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 students as they apply for these awards.

Nominees and nominators should carefully review all instructions, qualifications, and application package requirements. Be sure to include and/or address each item requested. The application materials must include the following documents.

Nominees (students) must prepare and submit the following materials:

1. Personal statement
2. Curriculum vitae or resume
3. One-half page biography on UNLV letterhead
4. Additional letters of support (optional)

Nominators (faculty) must prepare and submit the following materials:

1. Formal nomination letter on UNLV letterhead
2. NSHE nomination form (available on awards website)

Additional information and tips for preparing these documents are included in the following pages.

Components of the Application

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 one-half page in length 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.

Biography

- The nominee's biography should be one-half page in length and be formatted on campus letterhead. Please ask your faculty nominator for UNLV letterhead so that you can insert your biography.

- Biographies should be written in the third person and begin with information about yourself (major, department, year). They should also include concise information about your academic accomplishments and professional goals.

Nomination Letter

- The nomination letter should comprehensively address how the nominee has achieved and maintained a significant record of excellence while a graduate student at UNLV.

- 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 speak to and provide evidence of the following points:

    - Academic accomplishments (awards, scholarly activities, research)
    - Leadership ability 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 - Graduate
    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 - Graduate

Letters of Support

- 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.

- Nominees should submit as many letters of support as possible.

- Letters should be addressed as follows:

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