Writing Guidelines for Letter of Support

While a letter of support by itself does not automatically guarantee an applicant’s approval as a candidate for Fellow status, high quality letters formulate an enhanced appreciation of contributions to emergency nursing.

- The Sponsor letter should exhibit a planned collaboration between both the Sponsor and the applicant to include a review of credentials, body of professional work, and contributions supporting the emergency nursing profession.
- In addition, the supporting letter should provide detail of how applicants can contribute to the advancement of the Academy of Emergency Nursing.

Elements of a good letter of support:

- Emphasize your position in writing this support letter
- Explain why you support this individual
- Select examples with convincing details of how the applicant has used their skills and knowledge to benefit their body of work to that has enduring and substantial impact to emergency nursing.
  - Note contributions to emergency nursing should be influential on the local, state, and national/international level
  - Please expand and add context on the applicant’s enduring and substantial impact.
- Clarify the applicant’s plans to sustain and endure their work with your assessment of their potential for success.
- Provide your overall opinion and rationale for support.

Closing paragraph:

- In 3-4 sentences, briefly re-confirm your fullest support/commitment for the applicant’s admission to the Academy.
- End with a positive statement, such as you highly recommend the applicant and look forward to following their continued success.