CV REQUEST TEMPLATE LETTER

Feel free to modify, edit or personalize the text of this letter to request the CV or resume of the individual you wish to nominate.

Date

Name

Address

City, State, Zip

Dear (Name of Nominee),

The Alumni Council of the Geisel School of Medicine at Dartmouth has inaugurated an awards program to recognize alumni of the medical school. Alumni can be nominated for outstanding service to the school or for achievement and accomplishments in one’s career.

The Alumni Recognition Committee is responsible for the selection process. I am pleased to inform you that your name has been placed in nomination for an award. One of the criteria is submission of your resume or curriculum vitae. The goal of the committee is to establish a program that will grow in esteem and will be respected by the larger alumni body. If a nominee is not selected in the first year, those that are considered to be a significant potential selection in subsequent years will be retained on a rolling list of nominations.

Please go to [www.GeiselAlumni.org/AlumniAwards](http://www.geiselalumni.org/AlumniAwards) to see the descriptions of the awards.

Thanks in advance for sending me your CV or resume at . I will forward the CV with the nomination form to the committee for its reference. Best wishes and thank you for your assistance in this process.

Sincerely,

(Name of individual submitting the nomination)