**Sample Submission   
TAA Awards for Excellence - People Awards Categories**

**Hotel Logo**

Name and Number of category: i.e. 12 – Conference and Events Talent of the year

Full name of applicant:   
Phonetic pronunciation of full name:

Position:   
Hotel Name:   
Hotel Address:

Email of applicant:

Mobile of applicant:

Signature of applicant:

Place photo of applicant here (please use a high resolution image)

**Table of Contents**

***[Essential Elements]***

Letter of Recommendation

CV

Outstanding achievements work and community related

Demonstration of excellence in your role

Evidence of corporate sustainability and best practice within the hotel

***[Category specific question]***

Please refer to the Nomination and Information kit and insert the category specific question here

***[Optional Elements] (Remove if not required)***

Appendices

**Letter of Recommendation (use Hotel Letterhead)**

Date

To whom it may concern,

It is with great pleasure that I nominate xxxx …..

Warm Regards

*Signature*

Name  
Position

**Curriculum Vitae example format***(maximum 2-3 pages in length)*

Career Overview

Employment History

Current Role Month/Year - Present

Position Responsibilities

* xyz
* xyz

Achievements

* xyz
* xyz

Previous Role Month/Year - Present

Position Responsibilities

* xyz
* xyz

Achievements

* xyz
* xyz

Education/Training/Qualifications

* xyz
* xyz

Skills

* xyz
* xyz

Personal Interests

* xyz
* xyz

**Outstanding achievements work and community related***(approximately half a page in length)*

**Demonstration of excellence in your role***(approximately half a page in length)*

**Evidence of corporate sustainability and best practice**   
*(approximately half a page in length)*

***[Category specific question]***

**Please refer to the Nomination Booklet and insert and address the category specific question here***(approximately half a page in length)*

**(Optional Elements) Appendices**

* Feedback from guests
* Awards received
* Events
* Media articles