**NOMINATION TEMPLATE ONLY
TAA Awards for Excellence - People Awards – Insert Category Name**

**Insert Hotel Logo**

Full name of nominee:
Phonetic pronunciation of full name:

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

Position of nominee:
Hotel name and address:

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

Email of nominee:

Mobile of nominee:

Signature of nominee:

**Table of Contents**

***[Essential Elements]***

Title Page
*(example shown on page 1)*

CV or resume

Letter of support

***[Category specific question]***

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

***[Optional Elements]***

Appendices
*(References/comments from guests and other relevant individuals, Media articles if relevant, other - anything you feel will ‘sell’ you over other submissions).*

**Letter of support**

**EXAMPLE ONLY**

*(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 ONLY**

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

***[Category specific questions]***

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

***[Optional Elements]***

**Appendices**

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