

Sample Commodore Award Nomination Summary

I am pleased to nominate Jane Doe for the Commodore Award. I have known and worked with Jane for ten years and have always found her dependable, efficient, and unfailingly punctual. In fact, I have never worked with a person who gives as much attention to detail as she does. Also, her willingness to take on difficult projects like the “Chancellor’s initiative” and see them to successful completion has repeatedly impressed me over the years.

Her skills do not end with her office work. She also projects a warm, cheerful attitude to our clients. I have seen her resolve conflicts and handle other difficult situations with remarkable patience and admirable tact. In the community she goes out of her way to help people in need by organizing charity drives each December and singing with the city choir. She loves people, works hard, and always tries to lift the spirits of those around her. I believe these characteristics represent all that is good at our University, and I am pleased to nominate her for the prestigious Commodore Award.

Jane has been the driving force in helping our department understand and implement the new SkyVU software system. She has spent night after night in the office making sure that we all have the information we need to implement the new Oracle software. Within a few weeks of starting work on the SkyVU project, Jane created a wonderful, easy-to-use, professional tool that allowed us to collect important data. We used this new system enthusiastically for a semester and found the data to be immensely valuable for making critical decisions. Jane not only created the database and the interface, but also trained us and created all the necessary reports. She also sought our feedback and made many improvements to the database. The tool itself has been great, but it is Jane’s can-do attitude that sets her apart. Every step of the process was completed quickly and efficiently. The overall product was of superior quality. Whenever there has been a glitch, she has been the first person to offer advice and take on the task of correcting and modifying so that we can more fully utilize the new processes. Her attention to detail has led our office to change its procedures and as a result has reduced the amount of time it takes for us to enroll students and answer question by 20%. I can’t sing her praises enough. She is truly an awesome employee and a great attribute to Vanderbilt University.

I have also attached 3 letters of recommendation from her colleagues and her direct report to substantiate my submission for Jane Doe as the next Commodore Award honoree.