**2023 Clara Bliss Hinds Society Mentorship Award Tips and Tricks**

**Application**

1. Follow the submission guidelines carefully.
2. Adhere to the submission deadline. Late submissions will not be accepted.
3. Members of the Clara Bliss Hinds Executive Committee are not eligible to be nominated while serving on the Executive Committee.
4. Refer to the Clara Bliss Hinds Society Mentorship Award Rubric.

**CV**

1. Limit the CV to 15 pages. If portions of the CV do not support the award, you do not need to include them. Focus on those areas that demonstrate clear support, like mentoring committee memberships, mentee authorship on papers/projects, etc.
2. Indicate mentee designations on CV where appropriate (e.g., \*mentee co-author\*)
3. Consider including a summary statement related to mentoring metrics. For example, for peer-reviewed publications, you may wish to state “\*10 publications with mentee co-authors” in addition to indicating the mentee’s name in authorship order.

**Letters of Support**

1. Be specific with supporting evidence. Instead of general comments like, “Dr. X has advocated for promotion of female faculty in the department,” provide clear metrics, like “Dr. X has advocated for promotion of two female faculty in the department in the past two years.”
2. Make sure supporting evidence in CV is clear in narratives. For example, if a mentee was successfully promoted, emphasize that in both the narrative, CV, and/or mentoring table (if appropriate).
3. Consider having several mentees provide supporting quotes in a single letter, as opposed to a single letter of support from one mentee. Alternatively, two mentees may submit a joint letter.
4. Request letters of support as soon as possible to give writers time to prepare them.
5. Provide letter writers with rubric and other necessary information to help them prepare letters. The more specific information you can provide, the better the letter will be.