



To Whom It May Concern,

The Military and Veteran Affairs Committee of the Brookings Area Chamber of Commerce would like to recognize a soldier that has shown outstanding achievement in both the military and the Brookings area. Enclosed is a sheet that outlines the criteria for the selection of the candidate. The award will be presented during the Veteran's Day Ceremony on November 11th, 2011.

I request that the name of the recipient be forwarded to Brookings Chamber of Commerce office not later than 15 October 2011. I also request that you include a letter of recommendation and a short resume of the recipient to be used for publicity. The individual's biography should be a narrative resume, which includes military and civilian occupation, education, accomplishments, awards and honors, length of service, and community service. Please include contact information for the individual, such as a phone number, mailing address and an email address. If the selected individual is unable to attend the presentation we ask that you select another individual.

Military and Veteran Affairs Committee

Enclosure

Outstanding Achievement Award Criteria

A good applicant should show involvement and or achievement in the following areas:

Military awards, recognitions and honors:

Military Job/assignment History

Civilian awards, recognition, honors and community involvement:

Civilian Job history:
