



# TOP TIPS FOR WRITING YOUR AWARD ENTRY

Thank you for deciding to enter the Somerset Careers Awards.

Entering the awards is a great step towards celebrating the inspirational work that happens in Somerset to inspire young people to make good decisions about their next steps.

We understand that writing an award entry is an investment of your time and it does take some planning. With this in mind, here are some top tips for writing your entry:

## SELECT THE CORRECT CATEGORY

Take some time to read through the [Award Categories](#) and choose the one that best applies to your entry.

## CHECK THE CRITERIA

Before you start to write your entry, check the criteria for the award category you wish to enter. Use the criteria to shape your entry and give examples to amplify how your entry meets them.

## START EARLY AND SET SOME REMINDERS

The submission date seems far away but it will creep up, especially with a busy schedule keeping you occupied. Put the date in your diary and set a couple of reminders. Try to start work on your entry as soon as you can to avoid a rushed entry with just days to go. Give yourself time to write an entry that stands out from the crowd.

## BE CLEAR

An 800 word limit seems adequate, but once you start writing you can easily climb up the word count. Have a clear idea of the main points you want to cover, remembering Tip 2 above about the criteria. Provide context and background but keep it clear and concise.

As the judging panel have many entries to consider, any that exceed the word count considerably can be cut. This could mean losing vital pieces of information from your entry.

## SHOW AND TELL

You have the opportunity to submit two pieces of evidence to support your entry. These can be photographs, promotional literature or documents. You can also add two any online information that is relevant. This supporting evidence can be a great way to reinforce your entry and give the judging panel more insight.

## ENTRY TEMPLATE

Once you start your entry via our online system, you will not have the option to save your work and return to it later. On the next page you will find a template of the entry form. Use this to prepare your entry before submitting online.



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## Entry Template

Our online submission form will ask for the following information:

### YOUR DETAILS

You will be asked to supply contact details and contact details for your nominee if you are nominating someone else.

### 800 WORD ENTRY FOR YOUR CHOSEN AWARD

You can either prepare this in advance and paste into the online form, or write it directly. Remember, you DO NOT have the option to save and return to the online form.

### SUPPORTING EVIDENCE

You have the option to upload a logo and two pieces of evidence to support your entry.

You can upload the following file types - PDF, DOC, DOCX, PNG, JPG, JPEG, GIF.

You can also add a link to online information to support your entry. It's a good idea to have these details ready.

Good luck with your entry.  
If you have any questions, check the Awards [FAQ page](#) or contact the team at: [support@somerset-ebp.co.uk](mailto:support@somerset-ebp.co.uk)

**ENTER NOW!**