

# TOP TIPS FOR 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 completing an award entry is an investment of your time and does take some planning. With this in mind, here are some top tips for creating your entry.

**Good Luck with Your Entry!**  
If you have any questions, check the **Awards FAQ page** or contact the team at:  
**careersawards@somerset.gov.uk**

## 1. Prepare Your 800-Word Entry

Your submission should include an 800-word entry for your chosen award category.

You can:

- Prepare this in advance and paste it into the online form, or
- Write it directly in the form.

**Important:** You DO NOT have the option to save and return to the online form, so make sure you have everything ready before you start.

**You can submit a video in place of a written entry if preferred.**

Here's how:

Record your video and include the file transfer link in your entry form.

Your video will be transcribed by the team, and the written transcription will be sent to the judges.

### File Transfer Options:

You can use platforms such as:

- Google Drive
- Microsoft SharePoint
- Dropbox
- WeTransfer

Please remove any download expiry dates if possible.  
Accepted Video File Types: MP4 or MOV.

## 2. Gather Two Pieces of Evidence

You can include two supporting pieces of evidence to strengthen your entry. These could be:

- Reports or case studies
- Photos or graphics
- Testimonials or feedback
- Screenshots of relevant work

### Accepted File Types for Evidence

Make sure your files are in one of these formats:  
PDF, DOC, DOCX, PNG, JPG, JPEG, GIF.

## 4. Add Online Links

You can also include a link to online information (e.g., a webpage, video, or social media post) to support your entry.

## 5. Get Ready Before You Start

It's a good idea to have:

- Your 800-word entry
- Your video link (if applicable)
- Two pieces of evidence
- Any relevant links

- ready to upload before you begin your submission.

## 6. Make It Count

Choose evidence that clearly demonstrates your impact, innovation, or success. The stronger your examples, the better your chances!