

Dear [*friend/colleague*]

Given your experience as a manager of volunteers for a few years, I strongly encourage you to consider pursuing the Certified in Volunteer Administration (CVA) credential. I found it a very thought provoking and rewarding experience. I also believe that holding our work to a professional standard helps raise all of us up.

The next application deadline is [*either* March or September 15, 201*x*]

Find more details here:

<http://cvacert.org/cva-certification/certification-process/>

Feel free to ask me questions!

best,

[*your name*], CVA