



Council for
Certification in
Volunteer
Administration

Sample Message to Encourage Someone to Pursue their CVA

Here is some suggested language that you can use to encourage and support someone who may be contemplating if they CVA is right for them.

Dear [friend/colleague],

Given your experience supporting and partnering with volunteers, 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 [insert date here]

Find more details here:

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

Feel free to ask me questions!

Best,

[your name], CVA