

GUIDELINE - Letter of Request for CSAM-SMCA Certification

Your letter should detail reasons why you are a candidate for Certification. Qualities and traits, such as professional affiliations, job performance, educational credentials and actions you plan to take to contribute to CSAM-SMCA, should be detailed within the letter to prove competency, as well as any benefits you can provide to the organization.

Your letter should also detail the reasons why you value CSAM-SMCA and the Certification program. For example, your letter can include the benefits you hope to obtain as a certificant, such as expanding a professional network, participating in community service opportunities, assisting with fund-raising efforts, promoting the organization or program through advertising or word of mouth, and serving as an officer or delegate to help with administration and recruitment. In the letter, you should also mention the positive aspects of CSAM-SMCA and its recent accomplishments, generally in closing.