

Company

Contact person

Address

(Please adjust according to recipient)

August 16, 2012

Request for support on the way to a certification as Project Management Professional (PMP®)

To whom it may concern *(Please adjust according to recipient)*,

Being an experienced project manager in our company who has already led many projects from beginning to end, I would like to substantiate this experience with an adequate certification.

A certification is an acknowledgement of my level of knowledge. It represents the abilities I have gathered and my commitment to stand up for my profession and uphold professional ethics and morale.

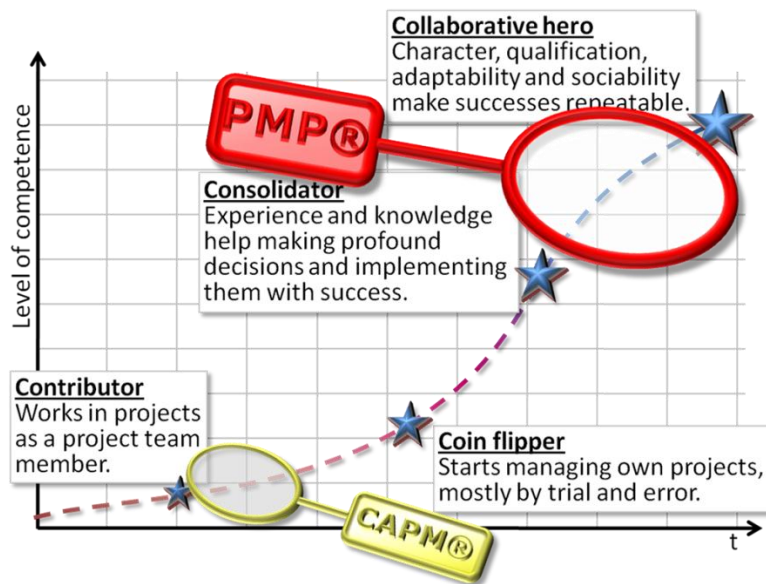
It also shows that I can prove a certain level of experience in this area, as this is a prerequisite to be admitted to the exam. Additionally, through the stage of intensive preparation a certification examination requires, I will be able to profoundly intensify and expand my present knowledge.

My decision would be to strive for gaining the Project Management Professional (PMP) certificate, offered by Project Management Institute on a global scale:

- Project Management Institute (PMI) is the largest international association of project management experts. Since they decided in 1998 to offer the PMP credential not only in the U.S., the number of certified individuals has risen continuously.
- The PMP certificate has thus gained a high level of recognition, a fact from which our organization can benefit greatly.
- PMI is striving to ensure high quality in the exam design. The PMP certification process follows the norm ISO/IEC 17024.
- A successfully earned certificate demonstrates that skills and knowledge with leading project teams and reaching project objectives within time, cost, and resource limits have been proven.
- On the path that professionally operating project managers follow, they cover various steps. The PMP exam is a very helpful companion during the last step:

this letter template has been provided by Oliver F. Lehmann, PMP, www.oliverlehmann.com.

Please feel free to use it to promote PMP certification inside your organization.



The preparation period for the PMP certification will give me the opportunity to reflect on my own way of working and successes and failures in the past as well as consolidate my experience. A credential will make this process visible. In my opinion, an internationally acknowledged certificate is the best means for employees of our company to go about this.

Since each certified employee increases the value and reputation of an organization, our company will benefit from the skills and knowledge gathered during my exam preparation.

Certified project managers have proven their level of competency and knowledge in the most essential parts related to managing projects under contract. This will significantly increase the willingness of customers to assign them to their projects. All this leads to more and better orders, and it increases the ability to successfully run projects for customers.

Therefore, I would be very happy to receive support on my way to a certified Project Management Professional.

Kind regards,