

Dear _____,

In my career at _____, I constantly seek ways to become a more productive, thoughtful, and impactful team member. As a firm believer in continuous learning, I've identified a valuable opportunity to enhance my skills through professional development. This aligns with my career growth goals and promises to boost my contributions to our organization's success significantly.

The **Human Resources Certificate** offered by Villanova University's College of Professional Studies is a comprehensive program that teaches fundamental HR strategies and practices for effective talent management, organizational development and employee relations.

This program will give me expertise in human resources principles and best practices and prepare me for professional HR certification, such as SHRM® Certified Professional (SHRM-CP®).

Upon completion of the program, I will have deepened my understanding and skills in the following areas:

- Strategic human resource management
- Talent acquisition and retention strategies
- Performance management and employee development
- Compensation and benefits administration
- Employment law and compliance
- Diversity, equity and inclusion initiatives

I'm excited to leverage these skills to drive positive organizational change and innovation. Effective human resources practices have been proven to:

1. Improve employee engagement and retention rates
2. Optimize workforce planning and talent management
3. Enhance organizational culture and employee satisfaction
4. Foster a more diverse, equitable and inclusive workplace
5. Increase overall organizational effectiveness and competitiveness

Investment: I am requesting _____'s financial support to cover my program tuition. **The Human Resources Certificate program is 18 weeks long and costs \$_____.** The 100% online and flexible format allows me to continue professional development without disrupting my current commitments.

Return on Investment: Once I have completed this certificate program, Villanova University will issue a certificate and micro-credential as a digital badge. These credentials will serve as a tangible and credible acknowledgment of my increased skill set, enhancing our organization's reputation for employing highly skilled professionals.

I appreciate your consideration of my request and look forward to discussing how this opportunity can benefit my professional growth and our organization's success.

Sincerely,
