





SHOWCASING YOUR ACT® WORKKEYS® NATIONAL CAREER READINESS CERTIFICATE (NCRC®)

The WorkKeys NCRC shows you have the core skills needed for success in jobs across industries and occupations.

WHAT YOUR CERTIFICATE LEVEL TELLS EMPLOYERS

LEVEL	WHAT IT MEANS	SKILLS TO HIGHLIGHT
	Ready for entry-level work.	<ul style="list-style-type: none">• Solve basic math problems and make simple conversions.• Follow short, clear instructions.• Use information from basic workplace graphics to complete tasks or identify next step.
	Reliable and ready for skilled positions.	<ul style="list-style-type: none">• Solve problems requiring multiple operations with decimals, fractions, or percentages.• Apply policies and procedures, adjusting when conditions change.• Use one or two workplace graphics to locate, compare, and interpret information, identify patterns, and make decisions.
	Strong problem-solver for technical, skilled roles.	<ul style="list-style-type: none">• Perform multi-step calculations and data analysis.• Read and apply complex documents and policies.• Identify errors and choose best solutions.
	Advanced reasoning for professional or analytical roles.	<ul style="list-style-type: none">• Integrate data from multiple sources.• Apply complex instructions and technical information.• Infer meaning and adapt to new situations.

HOW TO ADD YOUR WORKKEYS NCRC TO A RESUME

SEE EXAMPLES OF NCRC INCLUSIONS AT THE SILVER LEVEL



PROFESSIONAL SUMMARY

Reliable and detail-oriented worker with a Silver ACT® WorkKeys® National Career Readiness Certificate®. Demonstrated ability to solve multi-step problems, follow detailed instructions, and interpret workplace data to support accurate and efficient work.

CERTIFICATIONS EXAMPLE

*ACT® WorkKeys® National Career Readiness Certificate® (Silver)
Verified Badge [include Credly link]*

Demonstrates problem-solving, data interpretation, and reading comprehension skills



HIGHLIGHT YOUR WORKKEYS NCRC IN A COVER LETTER

Example 1: General Cover Letter Paragraph (Most Versatile)

I have earned an ACT® WorkKeys® National Career Readiness Certificate® at the Silver level, which verifies my ability to solve multi-step workplace problems, understand detailed written instructions, and interpret charts and data. These skills support accurate, dependable work and align well with the requirements of this position.

Example 2: Skills-Focused Paragraph

Through earning a Silver-level ACT® WorkKeys® National Career Readiness Certificate®, I have demonstrated strong problem-solving and workplace reasoning skills. I am able to apply math to real-world situations, follow multi-step procedures, and use information from charts and documents to make informed decisions. I would bring these skills to my work with your team.

Example 3: Job-Specific Alignment Paragraph

This role requires attention to detail, accuracy, and the ability to follow procedures. My Silver level ACT® WorkKeys® National Career Readiness Certificate® demonstrates that I can interpret written instructions, compare information from multiple sources, and solve practical workplace problems. I am confident these skills will allow me to contribute effectively.

Optional Closing Sentence to Pair with Any Example:

I am eager to apply my proven skills while continuing to learn and grow within your organization.



QUICK TIPS

- ✓ Match your skills examples to the job description.
- ✓ Use action words like *analyze*, *apply*, *interpret*, and *solve*.
- ✓ Avoid industry jargon.
- ✓ Use your **badge image** for visual impact.
- ✓ Be concise but highlight what the badge means (“verified skills employers value”).
- ✓ Keep tone professional but proud — it’s a real credential worth celebrating.



Learn More about ACT WorkKeys
www.act.org/workkeysforjobseekers

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