

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

# 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](http://www.act.org/workkeysforjobseekers)