

COMMUNICATING YOUR ACT[®] WORKKEYS[®] NATIONAL CAREER READINESS CERTIFICATE (NCRC[®]) IN INTERVIEWS

SHOW EMPLOYERS WHAT YOUR WORKKEYS NCRC MEANS

The WorkKeys NCRC shows employers you have the real-world skills they value most. It demonstrates your ability to think critically, solve problems, and understand workplace information.

When you interview for a job, be sure to use your WorkKeys NCRC to demonstrate how your skills connect to the job you want.

UNDERSTANDING YOUR CERTIFICATE LEVEL



WHAT IT TELLS EMPLOYERS

You're ready for entry-level work.

You're prepared to enter skilled positions and able to work with changing information.

You're skilled in problem solving and ready for technical or roles.

You have strong reasoning and problem-solving skills suitable for professional or analytical positions.

YOU CAN SAY

"I can follow clear instructions, handle work-related math, and use charts or signs to find information."

"I can solve multi-step problems, compare data, and understand detailed instructions or procedures."

"I can analyze information, apply complex policies, and make sound decisions using data."

"I can integrate data from multiple sources, interpret complex materials, and solve unfamiliar problems."

SAMPLE TALKING POINTS



1 INTRODUCE YOUR CREDENTIAL

"I earned an ACT WorkKeys National Career Readiness Certificate, which verifies I have key workplace skills in math, reading, and using and understanding workplace documents."



2 CONNECT IT TO THE JOB

"This certificate shows I can apply math and understand and use written information. These are the foundational skills needed to perform well and train into this role."



3 GIVE A REAL EXAMPLE

"In my previous job, I used similar skills to follow procedures to improve accuracy and efficiency."



4 CLOSE WITH CONFIDENCE

"My WorkKeys NCRC proves I am ready to learn, adapt, and apply my skills to help your team succeed."

INTERVIEW TIPS

- ✓ Use clear, confident language and connect your skills to job duties.
- ✓ Mention your WorkKeys NCRC level and how it matches the job's expectations.
- ✓ Prepare one short story that shows your problem-solving ability.
- ✓ Bring a printed copy of your WorkKeys NCRC or include your digital badge when you apply.



DISCOVER MORE WAYS TO SHOW OFF
YOUR WORKKEYS NCRC
[ACT.ORG/WORKKEYSFORJOBSEEKERS](https://act.org/workkeysforjobseekers)

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