

# SHOWCASING YOUR ACT<sup>®</sup> WORKKEYS<sup>®</sup> NATIONAL CAREER READINESS CERTIFICATE (NCRC<sup>®</sup>)

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
	<p>Ready for entry-level work.</p>	<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>
	<p>Reliable and ready for skilled positions.</p>	<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>
	<p>Strong problem-solver for technical, skilled roles.</p>	<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>
	<p>Advanced reasoning for professional or analytical roles.</p>	<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 your **badge image** for visual impact.



Use action words like *analyze*, *apply*, *interpret*, and *solve*.



Be concise but highlight what the badge means (“verified skills employers value”).



Avoid industry jargon.



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)

