



Résumé Suggestions

You've earned your CIW certification - congratulations! It's time to tell the world — or at least potential employers. Here are ways to include your CIW certification in your résumé so that it works to your best advantage.

➔ Identify Your Skills

The CIW program has provided you with the practical skills required to perform specific job tasks. These job-role skills are an asset for Web designers and administrators, marketing and communications professionals, e-commerce managers, graphic designers, help desk professionals, desktop publishers, and technical writers to name just a few.

You can highlight these skills in the “Computer Skills” or “Technical Skills” section of your résumé. For example, a Web-design job candidate's Skills section might look like this, based on what he/she learned in the Master CIW Designer certification program:

- Web authoring: HTML 4.0, XHTML 1.0, CSS, RSS
- Software: Dreamweaver MX, Flash MX, HomeSite 5.5, Fireworks MX
- Operating Systems: Windows 2003, E-Commerce Server 2002

If you already are in IT and have several broad areas of skills, group them into categories under the Technical Skills section, such as Network Administration, Site Development or Enterprise Development, for example.

➔ Detail Your Accomplishments

Detail your experience and accomplishments so that employers can see the type of work you have actually done, particularly using the skills you outlined above. This can fall under an “Accomplishments” or similar section. For example, the same Web-design job candidate above could include the following based on what he/she learned and performed in the CIW program:

- Designed multi-page Web site using HomeSite 5.5. Incorporated RSS feeds to syndicate the site and increase traffic.
- Deployed e-commerce site using E-Commerce Server 2002. Incorporated login accounts, software downloads and product image links. Implemented security measures to protect database information.
- Set design goals, created project plan and managed feedback from review team.

Note: only include tasks that you are completely comfortable and skilled in doing successfully without someone helping you. If you have performed tasks several times successfully in the CIW curriculum labs, you could safely include those in your accomplishments.

➔ List Your Certification

List your CIW certification under “Education/Professional Development” or, if you hold at least two certifications, a “Certifications” section. You do not need to explain what CIW is in your résumé; that can be done very briefly in the cover letter. Here are examples of certification listings:

- Master CIW Designer — City, State (outside of United States: City, Province, Country) - Month, Year
- CIW Professional, specializing in Server Administration — City, State (City, Province, Country) - Month, Year

➔ Show You Know Your Stuff!

It is difficult for every employer to know all the certifications, their value and the skills they measure. Most employers like to see examples of your work and may not view any certification — no matter how relevant — as proof of your capabilities. [Learn how to assemble an online portfolio](#) by building your own Web site with links to your résumé and samples of your work. Be sure to provide your site's URL in your cover letter and résumé.

➔ **EXTRA!** When sending your cover letter and résumé to a potential employer, also send this [Letter to Potential Employer](#). It explains the value of hiring CIW certificate holders and how that can help their company.

Good luck!