



Certificate Program — Résumé Skills Summary

Turn each certificate you earn into a line on your résumé

How to use this sheet

Each module you finish earns its own certificate. As you complete a module, check the box below and add its résumé line to your résumé. You can list the skill lines under a “Skills” heading and the certificate names under a “Training & Certifications” heading. Use the lines as written, or your job coach can adjust the wording to match a specific job.

Your modules, certificates, and résumé lines

Done	Module	Certificate Earned	Résumé Line You Can Use
[]	1	Career Exploration & Self-Awareness	Completed career-exploration training; can identify personal strengths, interests, and suitable work environments.
[]	2	Work Readiness & Professionalism	Demonstrated dependable attendance, punctuality, and professional workplace conduct.
[]	3	Workplace Communication & Teamwork	Communicate effectively with supervisors and coworkers and contribute as a team member.
[]	4	Task Completion & Quality	Complete assigned tasks accurately and on time with attention to quality.
[]	5	Problem-Solving & Self-Advocacy	Solve everyday workplace problems and self-advocate for needed supports.
[]	6	Workplace Safety	Trained in workplace safety practices, protective-equipment (PPE) use, and hazard reporting.
[]	7	Financial & Paycheck Literacy	Understand paychecks, basic budgeting, and responsible money handling.
[]	8	Transportation & Community Mobility	Independently plan reliable transportation to and from work.
[]	9	Employment Goal-Setting	Set a clear employment goal and completed a personal work profile.

Example: how it looks on a résumé

Training & Certifications

Prevocational Services Training Program — Encouraging Development Inc., Littleton, CO (MM/DD/YYYY)

- Work Readiness & Professionalism
- Workplace Communication & Teamwork
- Workplace Safety

Skills

Dependable attendance and punctuality • Teamwork and workplace communication • Task completion and quality • Workplace safety and PPE • Problem-solving and self-advocacy

Skill words you can use

reliability • punctuality • teamwork • communication • following directions • task completion • quality and accuracy • productivity • problem-solving • self-advocacy • workplace safety • PPE use • budgeting • money handling • time management • route planning • goal-setting