

# How to List an Industry Certification on a Résumé

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Including an industry certification on your résumé can set you apart from other applicants. An industry certification exhibits knowledge and skill proficiency in a specific area, as well as character traits such as determination and commitment to self improvement. It is important to list an industry certification on your résumé in a way that is consistent with the rest of your document while also demonstrating the significance of the certification. While each résumé is different and can include a variety of sections, we suggest you list your industry certification under 'Honors and Awards' or 'Education.'

When listing an industry certification on your résumé, you should include the following items:

## NAME OF INDUSTRY CERTIFICATION

- Include the full name of the certification, including the certifying organization or business
  - Ex. Southwest Airlines Professional Communications Certification

## YEAR EARNED

- List the year the certification was earned. Remember to keep the format consistent throughout your résumé. If you have included the month and year for other items on your résumé, also add the month earned when listing your industry certification
  - Ex. 2019 *or* May 2019

## DESCRIPTION OF CERTIFICATION

- If space and format allows, include a brief description of the certification. Listing the industry standards the certification tested is a great option. Remember to be clear and concise.
  - Ex. Validates knowledge of the following industry standards developed by Southwest Airlines: English Language Proficiencies, Workplace Communication Techniques, Communication Theory, Interpersonal Communication Techniques, Written Communication Procedures and Verbal Communication Procedures

\*Traditional résumé format does not call for the use of full sentences when describing an item that requires more explanation.

## COMPLETE EXAMPLE:

### Honors and Awards

- Southwest Airlines Professional Communication Certification 2019
  - Validates knowledge of the following industry standards developed by Southwest Airlines: English Language Proficiencies, Workplace Communication Techniques, Communication Theory, Interpersonal Communication Techniques, Written Communication Procedures and Verbal Communication Procedures

Remember, you do not need to fully explain the industry certification on your résumé. A résumé is merely a snapshot of an individual's credentials and skills. In your cover letter, you can include a more detailed description of the certification and the knowledge and skills you have demonstrated.



# Example Résumé



**John Smith**

[Redacted contact information]

## EDUCATION

[Redacted education details]

## WORK EXPERIENCE

[Redacted work experience details]



## HONORS AND AWARDS

- Southwest Airlines Professional Communication Certification 2019
  - Validates knowledge of the following industry standards developed by Southwest Airlines: English Language Proficiencies, Workplace Communication Techniques, Communication Theory, Interpersonal Communication Techniques, Written Communication Procedures and Verbal Communication Procedures
- Express Employment Professionals Career Preparedness Certification 2019
  - Validates knowledge of the following industry standards developed by Express Employment Professionals: Career Aptitude & Assessment, Education & Training Analysis, Job Application Techniques, Interview Techniques, Personal Development, Professional Development and Workplace Regulations & Standards