You've earned your CIW certification. Congratulations! Now 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-related skills are assets for Web designers, network 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:

SKILLS

- Web authoring: HTML 5, XHTML 1.0, CSS, RSS

- Software: Various browsers and e-mail applications, Dreamweaver CS5, Flash CS5, Microsoft Expression Web 3, Fireworks CS5

- Operating Systems: Windows Server 2008, Apache, UNIX/Linux

- Internet marketing, Search Engine Optimization (SEO), Web copy writing

- Communication, team working, collaboration

- Web site project management

If you are already working in the IT industry 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.

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 instance, the same Web-design job candidate above could include the following highlights based on what he/she learned and performed in the CIW program:

- Designed multi-page Web site using Dreamweaver CS5. Incorporated RSS feeds to syndicate the site and increase traffic. Validated all code to meet W3C and accessibility standards. Optimized content to increase SEO.

- Deployed e-commerce site using Windows Server 2008. Incorporated login accounts, software downloads and product image links. Implemented security measures to protect database integrity.

- 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 can include those in your accomplishments with confidence.