

8 Tips To Leverage Your IC³ Certification In The Job Market



From searching for the right position to accepting a job offer, you can leverage your Microsoft Office Specialist certification to provide the added distinction you need. Below are several tips you can use to maximize your Microsoft Office Specialist certification in the job market. Use any or all of these tips to help get the most out of your certification.

■ FIND A FIT FOR YOUR SKILLS

Choosing the right job can be a very difficult decision, especially as you try to find a position that both meets your interests AND provides the right environment for your skills. However, by considering how your skills fit in to the jobs that interest you most, you give yourself the best chance of nabbing the perfect job. IC3 certification identifies core skills you should consider in your search.

■ PUT IC³ CERTIFICATION ON YOUR RESUMÉ

This may seem like a no-brainer, but many job seekers leave certification off their resumes or bury it deep at the bottom as a three-letter acronym to go unnoticed by prospective employers. Highlighting IC3 certification on your resume helps you get recognized for the valuable skills and proficiencies you've acquired.

■ SPELL OUT "INTERNET AND COMPUTING CORE CERTIFICATION"

By using the full spelling of the certification you direct attention to the essence of your computing skills. Employers not familiar with the certification will have a better understanding of what it represents, and will often inquire about the certification in interview settings.

■ LIST SKILLS IN ORDER OF RELEVANCE

Many job seekers fail to prioritize skills assuming that as long as something is on the resume it will be noticed. However, when employers lack the time to read through an entire resume, often only those elements near the top of the list get noticed. IC3 certification is a valid credential that should be at the top of your skills list.

■ SELL BENEFITS, NOT JUST SKILLS

Skills are leveraged in a resume or cover letter when the prospective employer can see how those skills will benefit his/her organization. Determine how IC3 certification fits into the jobs that interest you. Then, instead of simply selling your skills, sell the benefits of your skills. Employers are much more likely to take notice of your skills when you show them how they will be of benefit to their organizations.

■ USE SPECIFICS

The benefits of IC3 certification become much more apparent when they are coupled with specifics. For example, if your IC3 certification helped you to reduce inventory report preparation time from four hours to two hours each week, include this in your resume. Specific time, monetary and quality improvement figures help give prospective employers an idea of how your skills might be put to work in their own organizations.

■ HIGHLIGHT CERTIFICATION IN YOUR COVER LETTER

A cover letter provides you with an excellent opportunity to expound on the skills and training you've acquired with IC3 certification. For example, you might explain the certification process or a particular experience when your certification was beneficial to your job or classroom responsibilities. IC3 certification can be positioned in your cover letter as one of the strengths that sets you apart from the rest of the job candidates.

■ MARKET YOURSELF WITH CERTIFICATION DURING THE INTERVIEW

The process you have undergone to become certified, including training, testing, certification and job place application, fascinates prospective employers. Discussing these skills with prospective employers is an excellent way of showcasing how you will add value to their organizations.