

**“YOU’RE HIRED”**®



—YOUR—

*ultimate guide to a creative*

**Certifications**

**&**

**Awards**

**Cover Sheets**®



## Why should you use these cover sheets?

At the end of your job-interview, you will ALWAYS be asked,

*“Do you have any more questions?”*

Your answer, once you have asked all you wish to ask is,

*“No. I do not have any more questions,  
but I wanted to leave this packet of copies of,  
Certifications – Awards – Licenses  
for your evaluation as you consider me for this position.”*

Presenting these copies, in this manner, shows your serious interest in the job being offered. It also shows you have “class” by putting a cover sheet on the packet, even if there is only one document. Finally, it also lend greater credibility to these documents, and to your experience background.

**TAKE ADVANTAGE OF THIS CONCEPT - IT COULD HELP GET YOU HIRED.**

# CERTIFICATIONS

**Your Name Here**  
**(555) 123-4567**

# CERTIFICATIONS & AWARDS

**Your Name Here**  
**(555) 123-4567**

# CERTIFICATIONS AWARDS & LICENSES

**Your Name Here**  
**(555) 123-4567**

# AWARDS & RECOGNITION

**Your Name Here**  
**(555) 123-4567**

# LICENSES

**Your Name Here**  
**(555) 123-4567**

# AWARDS & LICENSES

**Your Name Here**  
**(555) 123-4567**

# *Thank You*

For choosing to review the  
“Certifications” (and other) cover-sheets

You might also wish to explore other  
career-related information and guidance by clicking on [“Free Stuff”](#)

For example take a look at the incredibly informative [“FAQs”](#)  
or check out [“About Us”](#) and/or the [“You’re Hired” Series](#)  
to learn what other useful materials are available.