

“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.