

RESUME WRITING CERTIFICATION BOOT CAMP

6-week LIVE training with Norine Dagliano, NCRW



NCRW
NATIONALLY CERTIFIED RÉSUMÉ WRITER

Expand your expertise,
increase your
confidence, and better
serve your clients.

FREQUENTLY ASKED QUESTIONS

How do I know if the Boot Camp is right for me?

If you are actively writing resumes for clients (your personal clients or those of your employer) on a regular basis and want to attain the NCRW credential, this class is for you. We are targeting experienced writers who have demonstrated a strong understanding of résumé and cover letter standards and best practices and a high potential for passing the NCRW exam.

We recommend that writers who are just starting out begin their training with our Résumé Foundations on-demand training program.

I don't have any clients; can I still enroll in the Boot Camp?

It's one thing to sit in a class and hear about résumé and cover letter standards and best practices, but like learning to play a musical instrument, practice makes perfect! Throughout the training, the instructor will review your client projects, assist you with developing strategy, call out your specific strengths, and provide feedback to help you overcome your weaknesses. It's imperative that you have examples of your work to share.

Why do I need to apply to get accepted?

This class is designed to be interactive, thus students need to be at similar levels of writing experience. Also, because the end result of the class is to prepare students to test for the NCRW credential, students initially need to have the necessary skills and experience. To help us evaluate your readiness for success, we ask that you apply by submitting a sample résumé and cover letter to be reviewed by the Certification Chair, who will advise you on next steps.

What if I can't make it every week?

Weekly attendance is highly encouraged because the class is very interactive in design and each session builds upon the topics covered during the previous week. Weekly homework is assigned and every student's assignments are reviewed in class for group discussion and feedback. This provides an opportunity to share various approaches to the same project and learn from each other.

We understand that “life happens” and if necessary, one absence will be approved, however, listening to the recording and submitting homework is necessary.

How many people will be in the class?

Because of the interactive nature of the class and the personal one-on-one mentoring offered by the instructor throughout the weeks of training, we are limiting enrollments to a select few.

Is certification awarded at completion of training?

The NCRW credential is not automatically awarded at program completion, however, students will have a head start on the certification process. The final assignment for the class is to develop and submit a résumé and cover letter you wrote for one of your clients or from a sample profile provided by the instructor. This will be evaluated by the Certification Commission and a recommendation will be made regarding sitting for the exam. Our goal is to have each Boot Camp participant fully prepared to pass the exam on the first try.

Do I need any special technology to attend?

You need to have Microsoft Word (.docx version) installed on your computer and have a basic understanding of the program. Live training sessions will be held over Zoom and we strongly encourage students to turn on their video, thus a microphone and camera are needed.

Do you offer discounts?

We are launching this new training program as a pilot in November and are offering a one-time-only discount of 10% to those who are accepted into the program and register prior to the first session.

If cost is an issue, you also have the option of applying for and using PayPal Credit to cover the tuition cost, which gives you the option of six months of interest-free payments.

Is there a deadline to apply?

Yes, October 25th. To apply, submit the best resume and cover letter you’ve written to: certchair@thenrwa.org. The Certification Commission will review your work to determine if you are a viable candidate. If you are selected, you will be provided with a link to the formal registration and payment page for the program.

I have more questions, who can I ask?

Contact Kathy Keshenberg, Certification Chair, at certchair@thenrwa.org.