

BECOMING A NATIONALLY CERTIFIED RESUME WRITER

Become a Member of the NRWA



[Click here to join the NRWA](#)

To earn your NCRW credential, you must be a member in good standing and complete the Certification Process.

Earn 10 CEUs



NCRW candidates must earn 10 in-house CEUs within 3 years prior to taking the NCRW Exam. CEUs can be earned from presentations, conferences, workshops, and coursework. [Learn more.](#)

Download the NCRW Study Guide



Know the Study Guide, Inside and Out

Learn the industry standards, best practices, English composition rules, and guidelines for creating resumes and cover letters that meet NCRW requirements.

Register for the Quiz and Sample Review



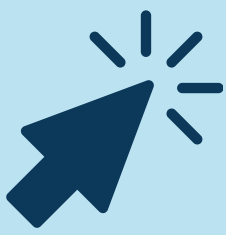
[Click here to register for the NCRW Sample Submission - \\$75](#)

Complete the NCRW Study Guide Quiz



NCRW candidates must receive a 100% score on this quiz before submitting a sample for review. This is an open-book quiz and can be taken as many times as needed to successfully pass.

Submit your Sample



Your sample will contain 4 documents:

- A self-authored ATS-compliant resume in both Word and PDF formats.
- A self-authored cover letter for the same client in Word.
- A brief (2-3 paragraph) strategy statement including the job target, any challenges the client faced, and resume and cover letter strategies used to market your client.

Ready or Not



Your sample will be reviewed by a member of our grading panel. A "Ready" recommendation is required to move on to the NCRW Exam. If the sample is "Not Ready" you will receive detailed feedback from the grader to help write your next sample submission.

Register for the Exam



NCRW candidates may [register for the NCRW examination here \(\\$250\)](#). A date will be scheduled to receive exam materials.

Complete the Exam



You will be given a candidate profile and asked to write a resume and cover letter based on the information provided. You'll need to **complete these documents within 5 days.**

Your exam will be reviewed by two graders and you will receive results within 4 weeks. A passing score is required for certification.

Maintain your Certification



NCRW status is valid for 3 years. To retain NCRW status, you must maintain continuous membership and earn at least 15 CEUs between 3-year renewals.

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