

## Displaying a Skills Certification on Your Resume and LinkedIn

Completing an Ole Career Launcher and earning a skills certification is a strong signal to employers that you have practical, job-ready skills and abilities. How you present that certification or experience on your resume and LinkedIn profile can significantly impact how recruiters and hiring managers perceive your qualifications. The guidance below outlines effective ways to showcase a recently awarded skills certification and/or completion of an Ole Career Launcher program.

### 1. Adding a Skills Certification to Your Resume

**A. Education Section:** If the certification is closely tied to your academic program, list it under Education or Certifications. Be sure to include:

- Certification name
- Issuing organization
- Date earned

Example: Certified Nursing Assistant (CNA), HeartCert — January 2026

**B. Certifications Section:** For industry-recognized or skill-based credentials, create a dedicated section. This approach ensures the credential is easy for recruiters, hiring managers, and applicant tracking systems to find.

#### **Certifications:**

- GoogleAI Essentials, 2026
- Excel Crash Course: Wall Street Prep, 2025
- Museum Conservation Certificate: Midwest Art Conservation Center, 2026

#### **C. Skills Section**

Use the certification to reinforce specific competencies by translating the certification into concrete skills. Be sure to align skills with job descriptions.

**Skills:** Agile project management, Advanced Excel (pivot tables, macros), Data visualization (Tableau), Nonprofit grant writing, Emergency preparedness for Museums

#### **D. Experience or Projects Section**

If you completed applied work or projects as part of the Ole Career Launcher program, reference it within a bullet point for that experience.

- Completed an investigative journalism capstone project which included research conducted for a national news story on food insecurity.

## 2. Showcasing a Skills Certification on LinkedIn

### A. Licenses & Certifications Section

This is the primary and most effective place to list certifications. This section is searchable by recruiters and highlights verified credentials.

Include:

- Certification name
- Issuing organization
- Month and year earned
- Credential ID or verification link (*if available*)

### B. Headline

If the certification is highly relevant to your career goals, incorporate it into your headline. This immediately communicates its value.

Biology Student | Certified Associate in Project Management (CAPM) | Aspiring Environmental Consultant

### C. About (Summary) Section

Mention the certification in context, explaining how it supports your career or internship interests.

“Recently earned a UX Design certification which strengthened my skills in user research, wireframing, and usability testing.”

### D. Experience or Projects Section

If the certification involves hands-on work, be sure to add it as an experience, project, or training entry. This helps demonstrate applied learning, not just completion or a program.

### E. Skills Section

The certification name and the individual skills gained. This improves profile visibility in recruiter or hiring manager searches.

## 3. Best Practices

Use consistent naming across both your resume and LinkedIn. Avoid using St. Olaf terminology (i.e. - Ole Career Launcher) or any acronyms that are internal to the Piper Center or to St. Olaf.

- Prioritize relevance to the job or internship posting over listing every credential
- Keep descriptions results-focused, not just descriptive
- Update both resume and LinkedIn as soon as the certification is earned or renewed

A certification is most powerful when paired with clear evidence of what you can do versus simply another line on your resume. Wherever possible, connect it to skills, projects, or outcomes that show real-world application.