

# The Importance Of Earning Your CPRW Credential

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Prior to 1990, there was no “standard” by which a résumé writer could be judged. Highly experienced résumé professionals had no way to distinguish their expertise from those who were less gifted and experienced. To the buying public — the résumé client — one résumé service was pretty much the same as any other.

During PARW/CC’s first year, the Association formed a Certification Committee to develop a standard for testing résumé writers and awarding the Certified Professional Résumé Writer (CPRW) credential to those meeting the standard. The first testing was conducted in 1991, with seven members receiving the CPRW designation.

The result, however, was dramatic. Not only did the general public now have a means of selecting the industry’s best résumé professionals, but others in the career field also took notice. Publishers of career books requested that résumé samples be submitted exclusively by those with the CPRW credential. University and military career counselors began earning the CPRW credential, as did state Department of Labor career advisors.

In short, the CPRW credential is the Industry Standard for professional résumé writers. We invite you to join the thousands of your colleagues who have earned the CPRW designation since 1991.

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## The Procedure:

### Test Consists of Four Modules

**Module I** - Is a multiple-choice test of your industry knowledge, and your understanding of the résumé field in particular.

**Module II** - Tests your command of grammar, spelling, punctuation and proofreading.

**Module III** - Poses several essay questions to test your strategic thinking on issues related to the résumé field.

**Module IV** - Requires that you write a résumé and cover letter based upon background information provided on a hypothetical client.

### Testing Is By Email

Upon receiving your CPRW Test Application, the Association will send you a Study Guide to further help you prepare for the test. Then, when you feel ready (anytime within one year of application), call the PARW/CC office and schedule a date and time to receive the test by Email.

At the scheduled time, you will receive all four Modules by Email. You will have 2 hours to complete and Email back your answers to the first three Modules. You will then have three days to complete and mail or ship (UPS or FedEx) five sets of your Module IV résumé and cover letter.

Your test documents are then assigned a number so no test evaluator knows the identity of any CPRW candidate. Tests are mailed to 3 volunteer members of the Certification Committee who have also earned the CPRW credential, and received training in scoring the tests.

Results are usually available within 6-8 weeks.

# Make Your Reservation To Become A



## *Certified Professional Résumé Writer*

Send a copy of this completed form to PARW/CC with the testing fee of \$225.00. Price includes a complimentary copy of the CPRW Study Guide.

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Ph:(\_\_\_\_\_)\_\_\_\_\_ Email: \_\_\_\_\_

### Successful CPRW Candidates Receive:

- Authorization to use "CPRW" after your name to denote your earned certification (i.e.: *Jane Doe, CPRW*), and in your advertising and promotional materials.)
- A personalized CPRW Certificate for display in your office.
- Announcement of your earned credential in the PARW/CC *Spotlight*.
- The CPRW logo, as shown above, for use in your printed literature and web site.

Check or money order for \$225.00 is enclosed.

Please bill my credit card for \$225.00.

MC Account Number: \_\_\_\_\_

Visa Exp. Date: \_\_\_\_\_ Validation Code: \_\_\_\_\_

AmEx

### PARW/CC

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The CPRW™ logo, examination, study guide, and any other related materials are the exclusive property of PARW/CC. PARW/CC membership is a prerequisite for CPRW testing and continuing validation of the CPRW Credential.