

Prepare For Work

There are many ways to approach employment. Some people 'know somebody', sometimes we get lucky and meet our new boss or coworkers where we volunteer or through a recreational activity...but most of us will write resumes, find available jobs online or through an employment agency, fill out applications and then endure one or many job interviews.

Thanks to the generosity of several resume' writing professionals and job readiness coaches, we've assembled what we've found to support you as you build your resume', your interview skills, and your confidence!

While the information here addresses several of the concerns of job seekers, we want to encourage you to also consider topics from the "Choose Your Perspective" section of the Reentry Packet, the website or the software, to support you through the inevitable challenges that will occur as you create desirable outcomes.

Please remember: many employers want to hear more about how you built yourself up while you were incarcerated than they do about your past. Keep the conversation positive!

They want to know if you will be a great team member, if you are willing to embrace the company culture, that you are willing to learn new things... especially how *they* do things, and that you are interested in one or more aspects of the organization.

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The Resume Writing Academy

www.resumewritingacademy.com

Resume Writing This document generously shared with Fair Shake by The Resume Writing Academy thanks to: **Wendy Enelow, MRW, CCM, CPRW, JCTC** and **Louise Kursmark, MRW, CCM, CPRW, JCTC**

Resume Examples

Top Tips & Techniques for Writing Best-in-Class Resumes

Free 78-minute resume writing audio webcast with printable handouts.

Best Resumes and Letters for Ex-Offenders

A resume guide that addresses special employment issues facing ex-offenders.

Raw Resume

<http://www.rawresume.com/write-resume-definitive-guide>

How to Write a Great Resume: The Definitive Guide This guide will take you from start to finish through all the aspects of a great resume and help you transform your current one into an interview-winning resume. Written for beginner and intermediate job searchers. Print or read The Complete Guide to A Winning Resume - Cheat Sheet to get started.

Here I am - Resume Writing That Gets Noticed

The Complete Guide to a Winning Resume Cheat-Sheet

How to Get the Job!

How to Get the Job - Video series by Scott Silverman

- 1 - Making a great first impression
- 2 - Social and physical networking
- 3 - Create a great elevator pitch
- 4 - Making get a job, your job
- 5 - The interview

Other Employment Support

Jails to Jobs

http://www.jailstojobs.org/html/help_with_new_entry.html



Jails to Jobs is an organization that gives ex-offenders the tools they need to find employment. On this website you'll find a step-by-step plan to follow as you carry out your job search.

Discussing Criminal History in the Interview - Source Unknown

Federal / National Resources and Information

Advice from a Senior U.S. Probation Officer Workforce Development Coordinator

<http://community.nicic.gov/forums/p/48711/85165>



Federal Bureau of Prisons Employment Information Handbook

Background Checks - EEOC

The Transition Assistance Program (TAP) was established to meet the needs of veterans during their period of transition into civilian life by offering job-search assistance and related services. The guide books below were created specifically to support you by applying considerations from your service life to your job seeking. Check in with your local TAP program to find out about jobs that are available near you. To locate your local support office, click on this link: <http://www.benefits.va.gov/vow/tap.asp>

Personal Appraisal & Career Exploration

Job Search Strategies & Interviews

Reviewing Job Offers & Support and Assistance

Fair Shake Employment Documents

Available Offline and Online

(Be sure to also check out the information we have on Employers page to help the interviewer hire you!)

- Employment Tips
- Resume Guide
- Interview Tips
- Sample Interview Questions
- Resume Examples
- Favorite Verbs for Your Resume
- Sample Employment Application
- Cover Letter | Thank You Letter
- Accomplishments and Skills Worksheet
- Interview Questions for You to Ask



Ownership Manual

Take the 'pocket OM' along to bolster you before interviews!



Relationships

Because work relationships are unique!



Employer Support!

Share this document with your potential employers to help them hire you.

About the Fair Shake Personal Web Page

Personal Web Page Example



- Members differentiate themselves from other applicants!
- Members share information easily. No need to carry documents; they are stored in their account.
- Shows dedication to reentry success and provides a place to demonstrate interest in taking a proactive approach by sharing skills, character traits, and intentions.
- Employers and property managers can get to know members comfortably, reducing likelihood of auto-dismissal based on felony history.
- Fair Shake Member Card provides member information, url and password to the member's page.
- Member Web Page password is changeable! Access only given to current password holders.
- Fair Shake can verify references, even for volunteer work.

Check out our example Personal Web Page | Personal Web Page Flyer | Fair Shake Brochure

Also available to Fair Shake members is a free email account, data storage and tutorials to learn to use electronic tools.

how2become.com

How2become.com offers a great resource guide, that provides detailed insight into how to answer certain questions, how to behave, body language and more.- See more at:

<https://www.how2become.com/resources/interview-skills/>

Livecareer.com

Livecareer.com offers great tools and resources for exploring careers, whether you're searching for a new job or considering a career change.- See more at:

<https://www.livecareer.com/quintessential/career-exploration>