

# REENTRY PACKET

Your Customized Guide to Support your Successful Transition



National Web-based Reentry Resource Center

[www.fairshake.net](http://www.fairshake.net)

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**This Reentry Packet has been customized for: Jimmerson 13869-089**

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# MORAL GUIDES



Although, one of our most fundamental values is freedom, it is a moral that we never discuss. Instead of discussions, arguments or debates, nations, cultures, religions, families, individuals and even the media, turn to stories to pass on moral "guides". We have the "E Pluribus Unum" story, the "rugged individual" story, the "good neighbor" story, the "melting pot" story, and many more.

Our lack of moral courage is affecting us greatly, which I address on another page, so I'm excited to explore morals – an important part of philosophy, both culturally and individually - here in the Fair Shake Free School.

Let's begin our study with those who were here before everyone else: the native peoples. Miigwetch (thank you) for sharing this timeless wisdom!

A GIFT FROM THE ANISHINAABEG

## Seven Grandfathers (and Seven Rascals) Principles for Living Well

Many people native to the Great Lakes region understand this teaching as what is needed for a community to survive. According to the authors at the Ojibwe.net website "Each Grandfather Teaching is a gift the Anishinaabeg carry, a potential tool for living a good life. Our understanding is that as we use these gifts our experience of living improves. Using these gifts in our lives is an ongoing challenge for each of us, requiring attention, discipline and perseverance."

The 7 Grandfathers are Wisdom, Love, Respect, Bravery, Truth, Humility, Generosity  
The 7 Rascals are Greed, Revenge, Inferiority, Negative Attitude, Fear, Jealousy, Resentment

**Nibwaakawin** - Wisdom. Sound judgment, ability to teach others what you have learned or experienced. Use good sense and form a good attitude and course of action.

**Zaagidiwin** - Love. Strong affection for another forming out of kinship or personal ties; attachments based on devotion, admiration, tenderness, unselfish loyalty, concern. Feel and give absolute kindness for all things around you.

**Minwaadendamowin** - Respect. Showing regards for the value of persons or things through courteous consideration and appreciation, to be upright with a good giving heart. Don't hurt anything or anyone on the outside or the inside.

**Aakodewewin** - Bravery. The personal inner strength to face difficulties, obstacles and challenges. Have courage and a strong heart to make positive choices.

**Debwewin** - Truth. Sincerity in action, character, and utterance. Learn truth, honor truth, no truth, see truth.

**Dibaadendiziwin** - Humility. A measurement or reflection of your own self-worth. To be humble, to be human.

**Miigwe'aadiziwin** - Generosity. Sharing your ability, time, and extra or non-necessary things. Standing together / Responding to needs

## THE STORY OF THE TWO WOLVES

A young girl told her grandmother that she was having a hard time. She said, "I can feel a fight going on inside me, Grandmother. It is a terrible fight and it is between two wolves. One is evil – she is anger, envy, sorrow, regret, greed, arrogance, self-pity, guilt, resentment, inferiority, lies, false pride, superiority, and ego."

Her grandmother listened, and nodded gently.

"The other wolf is good", the young girl continued. "She is joy, peace, love, hope, serenity, humility, kindness, benevolence, empathy, generosity, truth, compassion, and faith."

Her grandmother looked deeply into her eyes and said, "I know it's hard, granddaughter. The same fight is going on inside me....and in every other person, too."

The young girl reflected on what her grandmother said. Then she looked up and asked, "Grandmother, which wolf will win?"

Her grandmother replied softly, "The one you feed."

# Fair Shake is DIY: Build Your Own Operating Principles

Operating principles, which are based on our values, articulate our personal philosophy and help us maintain the clear boundaries necessary to own our life and, hence, own our future. They change over time, developing as we develop. You are under no obligation to accept operating principles 'should-ed' on you by others ("You should try to fit in!", "You should get married.", etc.) . Sue's current Operating Principles are listed below to provide an example. You already have operating principles! To reflect on them, and further develop your list, write down hundreds of ideas, then group similar ideas together. Pare those down to a list that you can remember and commit to.

1. I value living an integrated life. UBUNTU! I am because we are.
2. I strive to develop meaningful relationships.
3. I foster personal growth.
4. I move intentionally and carefully toward my desired outcomes.
5. I listen actively and empathetically when others talk.
6. I own my actions, reactions, responses, decisions, opinions and attitudes.
7. I take a long-term perspective and consider future impact when making decisions.
8. I move away from my comfort zone into growth opportunities. I increase my capacity.
9. I reflect critically and generously; I remember my past as I accept my 'now' and create my future.
10. I do not 'should' on people; I offer options and stay available for questions or support.
11. I respect others' time and opinions.
12. I value honesty. I am courageous and invite others to be courageous, too.
13. I do not avoid confrontation; I say what needs to be said with care and respect.
14. I take care of the body and the mind that take care of me.
15. Words are possibilities, actions are commitments.
16. I strive to be authentic and to support other's authenticity. We all have unique contributions.
17. Learning is available everywhere and all of the time. Wisdom is not found in books; it is built through relationships, conversations, reflections and experiences.
18. Every one and every thing has value, even when I don't understand what it is.
19. Emotional, relational, time and other types of wealth are considered when I determine value.
20. I become stronger from adversity. I utilize my challenges to build inner strength which I can apply to my determination, to humanity, and to the future.

Consider making your Operating Principles a "living document" that grows and changes as you do.

# Maurice Sprewer

414.874.1657 (list the BEST contact number you have)

[Maurice.sprewer@dwd.wisconsin.gov](mailto:Maurice.sprewer@dwd.wisconsin.gov)

*(be sure that your email address is professional)*

## EXAMPLE of a FUNCTIONAL Resume'

### Production Worker and General Laborer Committed to Safety and Quality

*(personal branding statement - describes position and a quality that makes you great at it)*

#### Summary of Skills: *(make sure the skills are relevant to the job you are applying for - usually found in the job description)*

- Sorting, grading, weighing, and inspecting products, verifying and adjusting product weight or measurement to meet specifications.
- Observing machine operations to ensure quality and conformity of filled or packaged products to standards.
- Monitoring the production line, watching for problems such as pile-ups, jams, or glue that isn't sticking properly.
- Attaching identification labels to finished packaged items, or cut stencils and stencil information on containers, such as lot numbers or shipping destinations.
- Stocking and sorting product for packaging or filling machine operation, and replenishing packaging supplies, such as wrapping paper, plastic sheet, boxes, cartons, glue, ink, or labels.
- Packaging the product in the form in which it will be sent out, for example, filling bags with flour from a chute or spout.
- Inspecting and removing defective products and packaging material.
- Starting machine by engaging controls.
- Removing finished packaged items from machine and separate rejected items.
- Counting and recording finished and rejected packaged items.
- Stopping or resetting machines when malfunctions occur, clearing machine jams, and reporting malfunctions to a supervisor.
- Removing products, machine attachments, or waste material from machines.
- Transferring finished products, raw materials, tools, or equipment between storage and work areas of plants and warehouses, by hand or using hand trucks.
- Packing and storing materials and products.
- Helping production workers by performing duties of lesser skill, such as supplying or holding materials or tools, or cleaning work areas and equipment.
- Counting finished products to determine if product orders are complete.
- Measuring amounts of products, lengths of extruded articles, or weights of filled containers to ensure conformance to specifications.
- Following procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures.
- Mixing water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Loading and unloading items from machines, conveyors, and conveyances.
- Operate machinery used in the production process, or assist machine operators.
- Placing products in equipment or on work surfaces for further processing, inspecting, or wrapping.

#### Relevant Production and General Labor Experience

##### General Laborer (Position while incarcerated)

State of Wisconsin / Badger State Industries / FBOP *(whichever applies)*

year - year

City, State

##### Previous Relevant Employment

Previous Employer

year - year

City, State

##### Other Experience

##### Previous Relevant Employment

Previous Employer

year - year

City, State

#### Education

Relevant Education

*(Relevant Degree / Diploma)*

*Created by Maurice Sprewer Employment & Training Specialist / Reentry Coordinator  
DWD / Job Service 4201 N. 27<sup>th</sup> Street Suite 602 Milwaukee, WI 53216*

# PRE-RELEASE INVENTORY

Additional items to add to your list!

## 1. List the gifts that you bring with you!

- Include your courage, determination and authenticity.
- Your ability to listen well and offer the greatest gift a person can give: your attention.
- The special tools and skills you've developed to share with employers, coworkers, customers and clients.
- Expanded knowledge, compassion and commitment to those who are close to you.
- The unique perspective, and pro-social community-building skills that you have to construct the future with others!



## 2. Prepare for tough times. Write down book titles, articles, names of friends and family, and community resources you can turn to when things are tough; or when you feel down or vulnerable. When it's difficult to reach out to people; books may be a good place to start.

## 3. Check for "Over-Confidence". It's crucial to be confident...but foolish to be over-confident! Here are a couple of ideas to locate and address possible points of overconfidence:

- + Play "Devil's Advocate". Be critical and pessimistic. If possible, solicit the help of a friend or a young person. (In general, the young are better at this than adults.)
- + Resist comparing yourself to others. Everyone does things differently!
- + Listen to, and address, concerns or criticisms from others. This doesn't mean you need to argue with them or change course. Just check to see if you are fully considering their perspective.
- + Mix modesty and humility with enthusiasm.

## 4. Remember: you've got a lot of choices ahead! There's always more than one option, and almost always more than two. Try to find at least 4 options from which you can build or blend options to create your best opportunities!

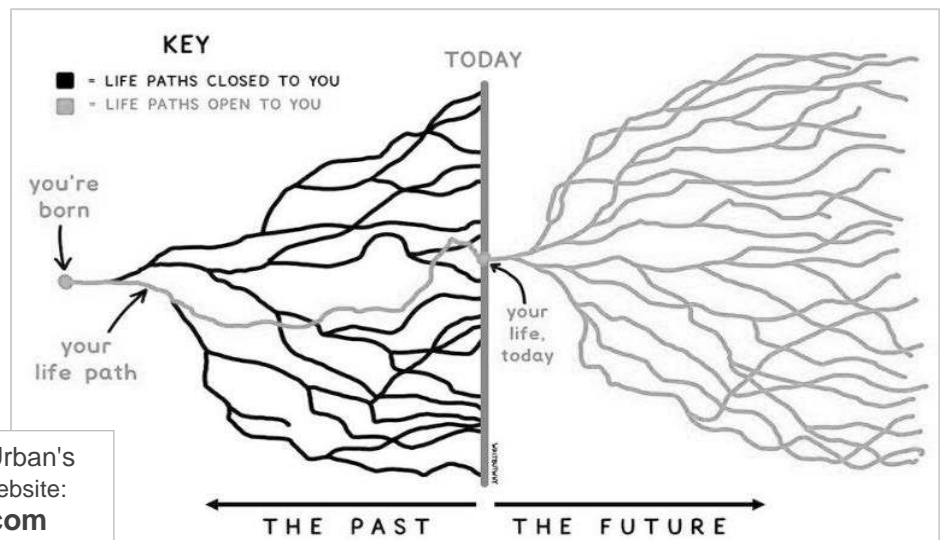


Image from Tim Urban's  
**Wait But Why** website:  
[waitbutwhy.com](http://waitbutwhy.com)

# AGENCY and ACTION

What can we do,  
with what we have,  
where we are,  
right now ?

\*\*\* We can get ready for change; ready to build what comes next; ready for the unknown! We can read, write, plan, draw, and think – as a strategic problem solver and community building collaborator.

\*\*\* We can stay flexible...mentally and physically...so that whatever comes, we will be ready and able to adjust and contribute.

\*\*\* We can reflect, and deepen our understanding and compassion.

\*\*\* We can consider the things that we would most love to give our deep attention to and consider how our unique gifts could bring strength to the areas we are most passionate about.

\*\*\* We can gather tools and build skills that we will need such as attending to issues with anxiety, depression, loneliness, self-doubt; or deepening skills we already have and which are so hard to find such as listening and caring.

\*\*\* We could learn something important for community building, so we can share it with any community we join.

\*\*\* Feel free to reach out to Fair Shake to see if we can connect you with a group of people who are working in the area where you would like to invest your efforts: [outreach@fairshake.net](mailto:outreach@fairshake.net).

Wishing you all the best through your transitions to come! Your success is important to me...and to our future together. **Ubuntu!**

# ASA J. PETERS

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1514 Campbell, D1 Jefferson City, Missouri 64108  
(816) 667-0421 (816) 992-1421

## **AREAS OF RELEVANT SKILL**

Multi-dimensional individual with experience as **heavy equipment operator, driver, or laborer** with technical knowledge in surveying, welding, and general maintenance. Excellent safety record and willingness to do more than what is expected. Communicate and interact effectively with diverse cultures.

- **Heavy Equipment Operations:** Forklift, Tractor, Loader, Backhoe, Motor Grader, Track Loader, Bulldozer, Bobcat Skid/Steer Loader, Scraper
- **Driver:** Dump Truck, Over-the-Road
- **Technical:** Surveying, Welding
- **Maintenance:** General, Preventative, Carpentry, Painting

## **EDUCATIONAL BACKGROUND**

Linn State Technical College

Heavy Equipment Operator Certificate Course

Welding; Blueprint Interpretation; Surveying; Preventative Maintenance

American Truck Driving School

Over-the-Road Truck Driving Certificate Course

Northwest Missouri Community College

Introduction to Computer Information Systems; Basic Programming; Data Files; Structural Programming; Microcomputer Operating Systems

## **EMPLOYMENT HISTORY**

TEMPORARY ASSIGNMENTS, Jefferson City & Cameron, MO

- Store Clerk/Stocker
- Library Clerk/Data Entry Clerk
- Computer Operator/Data Entry Clerk
- Chapel Head Clerk
- AM/PM Baker/Store Clerk

LINN TECHNICAL COLLEGE, Linn, MO

- Maintenance Technician – General maintenance, cleaning, carpentry, and lawn care.

SPRINGFIELD PARKS AND RECREATION DEPARTMENT, Springfield, MO

- Laborer, Park Maintenance

MAZZIO'S PIZZA, Springfield, MO

- Delivery Driver

DRIVEWAY PAVING, Toledo, OH

- Dump Truck Driver/Laborer

NORTH AMERICAN VAN LINES, Ft. Wayne, IN

- Over-The-Road Driver

This resume example created by and for *Expert Résumé's for People Returning to Work*

Wendy S. Enelow and Louise M. Kursmark  
2003 JIST Publishing Inc. Indianapolis, IN



# ARTHUR F. ECK, JR.

639 Arcadia Street    Rochester, NY 12239  
387-458-3241

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## OBJECTIVE

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### *BREAKFAST and LUNCH COOK*

To assist a restaurant in attracting and retaining a strong customer base,  
by applying a passion for the culinary arts and a strong work ethic.

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## PERSONAL PROFILE

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- Experience working in a kitchen environment, filling orders and developing menu items.
- Ability to get the job done by employing critical thinking and problem resolution skills.
- Work well as a team player and independently with very little supervision.
- Received commendations for being dependable and hardworking.
- Bilingual, Spanish and English.

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## COOKING SKILLS

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- ✓ Prepared a selection of entrees, vegetables, desserts, and refreshments.
- ✓ Cleaned the grill, food preparation surfaces, counters, and floors.
- ✓ Met high quality standards for food preparation, service, and safety.
- ✓ Trained and supervised workers.
- ✓ Maintained inventory logs and placed orders to replenish stocks of tableware, linens, paper, cleaning supplies, cooking utensils, food, and beverages.
- ✓ Received and checked the content of deliveries and evaluated the quality of meats, poultry, fish, vegetables, and baked goods.
- ✓ Oversaw food preparation and cooking.

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## RESTAURANT EXPERIENCE

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**Kitchen Worker** – State of New York (Coxsackie Correctional Facility); Coxsackie, NY

**Short Order Cook** – Rockies Breakfast Bar; Rochester, NY

**Prep Cook/Laborer** – New World Diner; Rochester, NY

**Lunch and Dinner Cook** – Albany's Italian American Restaurant; Albany, NY

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## MILITARY SERVICE

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**U.S. Navy** – Machinist Mate E-3 – *Honorable Discharge*  
*GED obtained*

# HOUSING

Like the Fair Shake [Find A Job](#) page, the Housing Search page lists search engines to find housing near you. In addition to the websites listed below, there is a lot more information in the [Resource Directory](#) and in Reentry Guides section below the Search Box.



## Aunt Bertha

Aunt Bertha is a social care network that connects people and programs — making it easy for people to find social services in their communities. To do this, we've verified and added hundreds of thousands of programs covering every county in the US.



## 2-1-1

A phone number and a website! Not sure where to turn? We are here for you. **211 receives more requests for help with finding housing or shelter or paying utilities bills (over 4.4 million each year) than for any other issue.**

## Homeless Shelters and Service Organizations:

National list of homeless shelters and other services [homelessshelterdirectory.org/](http://homelessshelterdirectory.org/)

## Find the Housing Authority Near You!

A nearly-complete list. Some others are located on the Fair Shake website under State and Local Reentry Guides.

[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/pha/contacts](https://www.hud.gov/program_offices/public_indian_housing/pha/contacts)



## Section 8: Frequently Asked Questions

What is Section 8 Housing?

The actual name of the program commonly known as “Section 8” is the Housing Choice Voucher Program, a federally funded program that subsidizes rent for eligible participants. It is designed to assist very low-income families or individuals. A housing subsidy is paid directly to the landlord on behalf of a participating family/individual.



How do I apply for Section 8 housing?

Contact your local [Public Housing Authority](#).

For further assistance, contact the Housing and Urban Development office nearest you.

## Does my criminal record ban me from public housing?

There are only 2 convictions for which a PHA must prohibit admission:

- If any member of the household is subject to a lifetime registration requirement under a State sex offender registration program; and,
- If any household member has ever been convicted of drug-related criminal activity for manufacturing or production of methamphetamine on the premises of federally assisted housing.



## Fair Shake's

# MYTH-BUSTERS



**Myth: FALSE DICHOTOMIES** – The idea that you must choose between two options: Yes or No. Good or Bad. Right or Wrong. Candidate A or B. Rise or Fall. With Us or Against Us. Science vs Religion. Rational vs. Emotional. Individual vs. Group. and one that I've heard a lot in my life: "That's a man's (sport, job, perspective); it's not for women". (a form of yes or no) Whenever you need to make a choice, see if you can find 4, 5, or even 10 options!



**Myth: WE STOP LEARNING** – If I had never touched a flame before I turned 58 years old, I would learn to never touch one in the future if I touched one today. We acquire information constantly and we organize it into meaning. We may even care enough to find out how what we learned relates to what we already know and believe. One thing school failed to teach us is how to learn, and how to discern what we learn. The 'information sources' today are louder, strangely influential, and grossly incomplete. To get the full picture, we have to dig for information and ask good questions, while also trying to avoid getting overwhelmed or trapped. We must keep learning, and as we learn, we can learn to live together better! We do not have to accept limitations or acceptable levels of suffering. We are NOT STUCK. We can learn...and then change...whatever we want. "There is no inevitability as long as there is a willingness to contemplate what is happening." - Marshall McLuhan (author of The Medium is the Message)



**Myth: MERITOCRACY** - The more you learn the more you earn', 'you can make it if you try', 'pull yourself up', etc. Many ways to reinforce the idea that the people who have the money and the stuff are successful because they earned what they have, they got all their money through hard work and a shrewd (including a 100% respectful, environmentally-sound and firearms-free!) investment strategy. If only. Investing is almost never in line with our humanity values...yet it is always in our best interest to invest in humanity. Meritocracy is justified stratification; people above others for their achievements. Michael Sandel said: "We've slid into the assumption that the money people make is the measure of their contribution to the common good." I wonder how the merit idea would work if we increase accolades and 'status' based on care about others?



**Myth: INCARCERATION PAYS A 'DEBT TO SOCIETY'** - Why do we keep repeating this? Members of society believe that incarceration and the judicial system costs them money; they do not feel that they have been paid in any way. How could they? The only debt that has been paid is the one requested and required by a heartless and hungry punitive system. Society has little faith that 'the system' is providing the information necessary to reengage successfully. Together, we can change this. The 'justice system' is the only group getting paid.



**Myth: WE ARE FRAGILE** - The "Helping" Industry relies on us being weak. ACE (Adverse Childhood Experiences) scores may describe some aspects of people, but they in no way represent who we are. Many of us with high ACE scores have also become even more than resilient, we are now anti-fragile because of our challenges. This means that the adverse conditions made us stronger than we would have been without them.



**Myth: TV NEWS INFORMS YOU OF WHAT IS GOING ON** All you get from any single news source is what they want you to see and believe. What they show us is what their sponsors want them to show us. Sponsors demand support, so the advertisements determine the 'news' you'll see on TV. Social Media cannot be counted on to inform us of anything but an opinion. To get more pieces of the whole story, we must consider information offered by many news sources.



**Myth: WE NEED AUTHORITY AND MONEY TO 'FIX' OUR CHALLENGES** - Why would we ask the institutions, and the people who are complicit in maintaining them, to fix the problems they created? Winona LaDuke says: "You shouldn't let your dealer tell you what you need." Are we frustrated enough yet to work on the solutions together? We've been trained to believe these myths:

- Experts and 'science' have the solutions to our challenges; they will provide the relief for our suffering. Q: What if they are the cause of our suffering?
- Money will fix our problems. Does money build trust, cooperation and feelings of confidence? We have gifts to share with each other. Our focus on money continues to take away our power. Money does not give us power. Feelings of agency, support and capability give us power!



**Myth: INDIVIDUALISM** – Individualism is said to be a “fundamental American principle” so is authoritarianism, lying, stealing, false superiority and also the myth of the 'self-made' person and "united we stand".

INTERDEPENDENCE, on the other hand, is a fundamental planetary principle. We can easily see our impact on the environment and on each other because of our insatiable pursuit of more stuff; a belief created to fill the hole created by 'individualism'. The Rev. Desmond Tutu reminded us that "the solitary individual" is a contradiction in terms.



**Myth: "FREE-MARKET CAPITALISM"** - You'll find that file between Easter Bunny and Santa Clause. The game is rigged. Capitalism offers some opportunity, but 'the market' does not **respond to our needs**. Instead, it manufactures our desires and externalizes unhealthy costs.



**Myth: NOTHING WORKS:** Roger Martinson wrote, "the represent array of correctional treatments has no appreciable effect - positive or negative - on rates of recidivism of convicted offenders." In the magazine Public Interest (1974), he stated, "rehabilitative efforts that have been reported so far have no appreciable effect on recidivism." The way that I read this is: the ineffective 'programs' supplied by the prisons (or whomever else) did not impact the already low (compared to today) recidivism rate. He said that no single thing works because we are unique. We are not robots. One thing that always works is 100% pro-social: it's us working together!



**EMPLOYMENT AND EDUCATION REDUCE RECIDIVISM** Only YOU "reduce recidivism". You and nothing else. It is up to you to utilize education or employment opportunities to support your reentry success; YOU get full credit for how you apply your gifts. After all, employment and higher education did not keep Jeff Skilling, Bernie Madoff, Martha Stewart, Bill Cosby, Charles Kushner, or several elected representatives, out of prison.



**CRIMINOGENIC NEEDS** Incarcerated people have basic human needs; the same needs we all have. You are not different. This is yet another attempt to scientize othering.



**Myth: EXPERTS KNOW WHAT'S BEST**

Experts have agendas. Always consider who is paying the 'expert'. Non-profit status does not automatically indicate integrity. Professional 'fixers' are often poor listeners. Prisons, schools and hospitals tell us what we need, they rarely ask what we think or feel. How can they 'help' if they don't hear? We can learn to listen to ourselves and each other by asking questions. We can work, care, and grow together to build our capacity for complexity, cooperation, constructive learning, critical thinking, and agency! We are the 'experts' we've been waiting for.

Your Name  
Milwaukee, WI  
Your email  
111-222-3333

**EXAMPLE of a  
Letter of Explanation**

Re: Letter of Explanation

Insert Date Here.

Dear Sir or Madam,

The things I value most are honesty, integrity and directness. Therefore, in anticipation of the criminal background check, you will find that in October of 2006 I was convicted of the offense of Armed Robbery - Use of Force. I served 24 months in prison for my crime. Upon release in 2008, I unfortunately, returned to the same negative influences and the same circle of negative associations and as a result, I re-offended in 2009. The charge was again, Armed Robbery this time as a Party to a Crime. I know that what I did was wrong. It was a result of poor decision making on my part and it hurt a lot of people. I've learned a great lesson and won't repeat those past mistakes.

While incarcerated, I completed my HSED through the Warren Young School. In addition, after a period of careful self-examination, I began working on ME. I successfully completed coursework in **Walking the Line - the Vow to Succeed Program, Cognitive Intervention Phases I and II, and Re-Entry bridge to Success programs**. I then continued my education, gaining **certifications in Telecommunications Technologies as a Network Cabling Specialist in Copper Based Systems**. Since my release I have done some full time work as laborer in a tannery and volunteered my time at my 11 year old son's school. However, I am looking forward to getting back to work full-time in the field of Telecommunications as an installer so I may further demonstrate the changes in my life and be a responsible member of society.

I can understand why you may be hesitant to hire someone with my background. However, I am eligible for **The Fidelity Bonding Program which can insure you for up to \$25,000** against any act of dishonesty on my part. Additionally, when you hire me, you will be eligible for **Work Opportunity Tax Credits to save you up to \$9,000 this year**. I will be happy to provide you more information about those programs during our interview. Lastly, I recently successfully completed the **Pipeline to Employment Training Program for Former Offenders** sponsored by the **State of Wisconsin Department of Workforce Development** and I can provide a letter of recommendation from them at your request.

I am eager to pursue this or other opportunities with your company because I am confident my skills and experiences will dovetail with the needs of your business.

Thank you for your time and consideration.

Sincerely,

Your name here

**Created by Maurice Sprewer** Employment & Training Specialist / Reentry Coordinator  
DWD / Job Service 4201 N. 27<sup>th</sup> Street Suite 602 Milwaukee, WI 53216

# RESOURCES for REGISTRANTS

<https://www.fairshake.net/registrants/>

## ONCE FALLEN

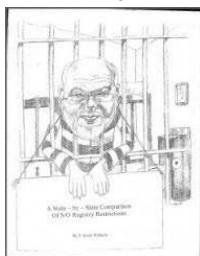


Reference and Resource for Registered Citizens  
[oncefallen.com](http://oncefallen.com)

Since 2007, Once Fallen has been the leading reference & resource site for Registered Citizens and provides useful information to those seeking to reform or abolish sex offender laws. Write to the address for inquiries.

DEREK LOGUE  
2211 County Road 400  
Tobias, NE 68453

## State-By-State Comparison of Registry Restrictions



Written and generously shared by J. Scott Nichols  
PDF format...print one state or the whole book!

© 2019 118 pages

Also listed: **The Council of State Government's  
Residency Restriction Zones**



## UNITED SOS

[unitedsos.net](http://unitedsos.net)



1601 Dove Street, Suite 115  
Newport Beach, CA 92660  
888-900-1978

*United Sex Offense Solutions is self-service company  
dedicated to addressing the many issues unique to those  
who are accused, affected by or convicted of sex offenses.*



**Sex Offender Solutions  
and Education Network**  
2211 C. R. 400  
Tobias, NE 68453  
[sosen.org](http://sosen.org)

SOSEN's mission is to  
educate the public, the  
media, law enforcement  
and legislators.

**CURE: SORT**  
**Sex Offenders Restored  
Through Treatment**  
P.O. Box 1022  
Norman, OK 73070

[cure-sort.org](http://cure-sort.org)



**National Association  
for Rational Sex Offense  
Laws**  
PO Box 36123  
Albuquerque, NM 87176  
[narsol.org](http://narsol.org)

BOP Corrlinks:  
[newsletter1940-  
digest@yahoo.com](mailto:newsletter1940-digest@yahoo.com)

### State by State List of Resources:

Almost all individual resources listed on the Fair Shake website were found on the ONCE FALLEN website. Thank you, Derek, for freely sharing your hard work!!!

## Fair Shake's

# MYTH-BUSTERS



**Myth: FALSE DICHOTOMIES** – The idea that you must choose between two options: Yes or No. Good or Bad. Right or Wrong. Candidate A or B. Rise or Fall. With Us or Against Us. Science vs Religion. Rational vs. Emotional. Individual vs. Group. and one that I've heard a lot in my life: "That's a man's (sport, job, perspective); it's not for women". (a form of yes or no) Whenever you need to make a choice, see if you can find 4, 5, or even 10 options!



**Myth: WE STOP LEARNING** – If I had never touched a flame before I turned 58 years old, I would learn to never touch one in the future if I touched one today. We acquire information constantly and we organize it into meaning. We may even care enough to find out how what we learned relates to what we already know and believe. One thing school failed to teach us is how to learn, and how to discern what we learn. The 'information sources' today are louder, strangely influential, and grossly incomplete. To get the full picture, we have to dig for information and ask good questions, while also trying to avoid getting overwhelmed or trapped. We must keep learning, and as we learn, we can learn to live together better! We do not have to accept limitations or acceptable levels of suffering. We are NOT STUCK. We can learn...and then change...whatever we want. "There is no inevitability as long as there is a willingness to contemplate what is happening." - Marshall McLuhan (author of The Medium is the Message)



**Myth: MERITOCRACY** - The more you learn the more you earn', 'you can make it if you try', 'pull yourself up', etc. Many ways to reinforce the idea that the people who have the money and the stuff are successful because they earned what they have, they got all their money through hard work and a shrewd (including a 100% respectful, environmentally-sound and firearms-free!) investment strategy. If only. Investing is almost never in line with our humanity values...yet it is always in our best interest to invest in humanity. Meritocracy is justified stratification; people above others for their achievements. Michael Sandel said: "We've slid into the assumption that the money people make is the measure of their contribution to the common good." I wonder how the merit idea would work if we increase accolades and 'status' based on care about others?



**Myth: INCARCERATION PAYS A 'DEBT TO SOCIETY'** - Why do we keep repeating this? Members of society believe that incarceration and the judicial system costs them money; they do not feel that they have been paid in any way. How could they? The only debt that has been paid is the one requested and required by a heartless and hungry punitive system. Society has little faith that 'the system' is providing the information necessary to reengage successfully. Together, we can change this. The 'justice system' is the only group getting paid.



**Myth: WE ARE FRAGILE** - The "Helping" Industry relies on us being weak. ACE (Adverse Childhood Experiences) scores may describe some aspects of people, but they in no way represent who we are. Many of us with high ACE scores have also become even more than resilient, we are now anti-fragile because of our challenges. This means that the adverse conditions made us stronger than we would have been without them.



**Myth: TV NEWS INFORMS YOU OF WHAT IS GOING ON** All you get from any single news source is what they want you to see and believe. What they show us is what their sponsors want them to show us. Sponsors demand support, so the advertisements determine the 'news' you'll see on TV. Social Media cannot be counted on to inform us of anything but an opinion. To get more pieces of the whole story, we must consider information offered by many news sources.





**Myth: WE NEED AUTHORITY AND MONEY TO 'FIX' OUR CHALLENGES** - Why would we ask the institutions, and the people who are complicit in maintaining them, to fix the problems they created? Winona LaDuke says: "You shouldn't let your dealer tell you what you need." Are we frustrated enough yet to work on the solutions together? We've been trained to believe these myths:

- Experts and 'science' have the solutions to our challenges; they will provide the relief for our suffering. Q: What if they are the cause of our suffering?
- Money will fix our problems. Does money build trust, cooperation and feelings of confidence? We have gifts to share with each other. Our focus on money continues to take away our power. Money does not give us power. Feelings of agency, support and capability give us power!



**Myth: INDIVIDUALISM** – Individualism is said to be a “fundamental American principle” so is authoritarianism, lying, stealing, false superiority and also the myth of the 'self-made' person and "united we stand".

INTERDEPENDENCE, on the other hand, is a fundamental planetary principle. We can easily see our impact on the environment and on each other because of our insatiable pursuit of more stuff; a belief created to fill the hole created by 'individualism'. The Rev. Desmond Tutu reminded us that "the solitary individual" is a contradiction in terms.



**Myth: "FREE-MARKET CAPITALISM"** - You'll find that file between Easter Bunny and Santa Clause. The game is rigged. Capitalism offers some opportunity, but 'the market' does not **respond to our needs**. Instead, it manufactures our desires and externalizes unhealthy costs.



**Myth: NOTHING WORKS:** Roger Martinson wrote, "the represent array of correctional treatments has no appreciable effect - positive or negative - on rates of recidivism of convicted offenders." In the magazine Public Interest (1974), he stated, "rehabilitative efforts that have been reported so far have no appreciable effect on recidivism." The way that I read this is: the ineffective 'programs' supplied by the prisons (or whomever else) did not impact the already low (compared to today) recidivism rate. He said that no single thing works because we are unique. We are not robots. One thing that always works is 100% pro-social: it's us working together!



**EMPLOYMENT AND EDUCATION REDUCE RECIDIVISM** Only YOU "reduce recidivism". You and nothing else. It is up to you to utilize education or employment opportunities to support your reentry success; YOU get full credit for how you apply your gifts. After all, employment and higher education did not keep Jeff Skilling, Bernie Madoff, Martha Stewart, Bill Cosby, Charles Kushner, or several elected representatives, out of prison.



**CRIMINOGENIC NEEDS** Incarcerated people have basic human needs; the same needs we all have. You are not different. This is yet another attempt to scientize othering.



**Myth: EXPERTS KNOW WHAT'S BEST**

Experts have agendas. Always consider who is paying the 'expert'. Non-profit status does not automatically indicate integrity. Professional 'fixers' are often poor listeners. Prisons, schools and hospitals tell us what we need, they rarely ask what we think or feel. How can they 'help' if they don't hear? We can learn to listen to ourselves and each other by asking questions. We can work, care, and grow together to build our capacity for complexity, cooperation, constructive learning, critical thinking, and agency! We are the 'experts' we've been waiting for.



### **Citizenship - Birth Certificate**

We work directly with hundreds of government agencies nationwide to provide consumers with the ability to securely order their vital records online. Government agencies across the nation trust VitalChek to handle your vital record orders, and you can too.

[https://www.vitalchek.com/order\\_main.aspx?eventtype=birth](https://www.vitalchek.com/order_main.aspx?eventtype=birth)

### **Citizenship - Department of Motor Vehicles**

Commercial Driver License (CDL)

A commercial driver license (CDL) is a type of driver license an individual can apply for to transport interstate or intrastate commerce.

<https://www.txdps.state.tx.us/DriverLicense/commerciallicense.htm>

### **Citizenship - Legal Assistance**

LSC Funded

9461 LBJ Freeway, Suite 128

Dallas, TX 75234

214-520-6590

On behalf of the parishioners of the Diocese of Dallas, our programs serve the poor and most vulnerable throughout North Texas, and resettled refugees fleeing war or persecution in their native countries who now call Dallas their home.

<http://www.catholiccharitiesdallas.org/>

### **Citizenship - Legal Assistance**

2101 Ross Avenue

Dallas, TX 75201

214-220-7400

The Dallas Volunteer Attorney Program is an organization dedicated to increasing and enhancing pro bono legal services to the poor in Dallas through the recruitment, training, and support of volunteer attorneys.

<http://www.dallasbar.org/>

### **Citizenship - Legal Assistance**

LSC Funded

200 N. Rogers Suite B

Waxahachie, TX 75165

972-923-3344

LANWT provides free civil legal services to eligible low-income residents in 114 Texas Counties

<http://www.lanwt.org>

### **Citizenship - Social Security Card**

Getting a replacement Social Security number (SSN) card has never been easier. As long as you're only requesting a replacement card, and no other changes, you can use our free online services from anywhere.

<https://www.ssa.gov/myaccount/replacement-card.html>

### **Clothing - Interview and Career Clothing**

The mission of Dress for Success is to empower women to achieve economic independence by providing a network of support, professional attire, and the development tools to help women thrive in work and in life.

<https://dressforsuccess.org/affiliate-list/>

### **Clothing - Thrift Store**

### **Citizenship - Department of Motor Vehicles**

Driver License Services

PO Box 4087

Austin, TX 78773-0001

(512) 424-2600

<https://www.dps.texas.gov/section/driver-license/driver-license-services-extensions-and-waivers>

### **Citizenship - Legal Assistance**

LSC Funded

1515 Main Street Dallas, TX 75201

214-748-1234

LANWT provides free civil legal services to eligible low-income residents in 114 Texas Counties.

<http://www.lanwt.org/>

### **Citizenship - Legal Assistance**

214-220-7476

On the 2nd and 3rd Wednesday of each month, The Dallas Bar Association sponsors LegalLine, an anonymous telephone hotline, where volunteers attorneys will answer your legal questions for FREE by answering phone calls from 5:30 p.m. until 8:00 p.m. There are Spanish-speaking attorneys when available. The telephone number to call is (214) 220-7476. Callers are welcome to call with ANY kind of legal question.

<http://www.dallasbar.org/legalline>

### **Citizenship - Legal Assistance**

2801 Swiss Avenue

Dallas, TX 75204

214-855-0520

Human Rights Initiative's clients include victims of human rights abuses seeking asylum in the United States, victims of human trafficking, victims of spousal or child abuse at the hands of a U.S. citizen or Permanent Resident, men, women and children who are the victims of a violent crime, immigrant children who flee from violence and travel to the U.S. alone, or immigrant children that have been abused, abandoned or neglected by their parents in the U.S. HRI is the only agency in North Texas providing free legal services to indigent immigrant women and children victims of domestic violence and violent crime.

<http://www.hrionline.org/>

### **Citizenship - Legal Assistance**

The ACLU has an affiliate in every state and Puerto Rico. Affiliates handle requests for legal assistance, lobby the state legislatures and host public forums throughout the year. Find your local affiliate by visiting their website.

<https://www.aclu.org/affiliates>

### **Citizenship - Voting Rights**

ACLU Voting Rights and Restrictions

<https://www.aclu.org/issues/voting-rights/voter-restoration/felony-disenfranchisement-laws-map?redirect=maps/map-state-criminal-disfranchisement-laws>

### **Clothing - Interview and Career Clothing**

5580 Peterson Lane, Suite 155

Dallas, Texas 75240

972.392.9770

The mission of Dress for Success is to empower

13331 Preston Road, Suite 1094  
Dallas, TX 75240  
Mailing Address:  
P.O. Box 702107  
Dallas, TX 75370  
972.392.9770  
972.392.9075  
dallas@dressforsuccess.org  
<http://www.dressforsuccess.org/affiliate.aspx?sisid=112&pageid=1>

### **Education - Continuing Education**

1100 Hwy 1807  
Venus, TX 76084  
This is the page for executives interested in volunteering with PEP at the Sanders Estes Unit in Venus, TX (near Dallas).  
<http://www.pep.org/estes/>

### **Education - Free Audio Books**

Free cultural and educational media access.  
<https://www.openculture.com/freeaudiobooks>

### **Education - Higher Education**

Freshman Year for Free. Take tuition-free, high quality courses online from top institutions for college credit. Modern States Education Alliance is a non-profit dedicated to making a high quality college education free of cost and accessible to any person who seeks one. Its founding principle is that access to affordable education is fundamental to any philosophy that respects all individuals, and fundamental to the American dream. Modern States' initial program, Freshman Year for Free, is intended to let students earn up to one year of college credit without tuition or textbook expense. Modern States hopes to provide links for students to tutoring, mentoring and college advising groups as well.  
[https://modernstates.org/?gclid=EAlaIQobChMIoIO16uee9gIVl\\_3jBx34gQCHEAAYASAAEgKfRfD\\_BwE](https://modernstates.org/?gclid=EAlaIQobChMIoIO16uee9gIVl_3jBx34gQCHEAAYASAAEgKfRfD_BwE)

### **Employment - Employment Services**

1005 W Jefferson Blvd, Suite 101  
Dallas TX 75208  
Phone: 214-941-0504  
<http://www.selectstaffing.com/SelectStaffing/main.cfm?nlvl=1>

### **Employment - Licensing Information**

920 Colorado  
Austin, Texas 78701  
<http://www.license.state.tx.us/>

### **Employment - Staffing Agency**

Manpower is dedicated to enriching people's lives with meaningful employment and development opportunities, as we have done for more than 60 years.  
<https://www.manpower.com/ManpowerUSA/home>

### **Employment - Temporary Staffing Agency**

14850 Quorum Drive  
Suite 325  
Dallas, TX 75254  
972.661.1616  
<http://www.pridestaffing.com>

### **Family - Family Support**

women to achieve economic independence by providing a network of support, professional attire and the development tools to help women thrive in work and in life.

<https://dallas.dressforsuccess.org/>

### **Computers and Technology - Equipment Internet and Training**

Everyone On helps unlock social and economic opportunity by connecting low-income people to affordable internet service and computers, and delivering digital skills trainings. Find Low-Cost Internet Service, Computers and Free Training in Your Area!

<https://www.everyoneon.org/find-offers>

### **Education - Free Audio Books**

Free public domain audiobooks. LibriVox has a huge selection of free audiobooks that are recordings of volunteers who have read chapters from books that are in the public domain.  
<https://librivox.org/>

### **Education - Higher Education**

A university that works for you. Our 100% online, tuition-free degree programs are designed to fit your life.

Programs: Business Administration, Computer Science, Health Science, Education, Associate Degree, Bachelor Degree, Master Degree

<https://www.uopeople.edu/>

### **Employment - Employment Services**

We are dedicated to helping you find your next career! The National Urban League is a historic civil rights organization dedicated to elevating the standard of living in historically underserved urban communities. Founded in 1910, the National Urban League spearheads the effort of its local affiliates through the development of programs, public policy research and advocacy.  
<http://www.nuljobsnetwork.com/>

### **Employment - Employment Services**

America Works includes work readiness training, vocational training, career placement, career advancement, and employment retention services. Our mission is to equip each individual who comes to our offices with the right tools so that they are able to provide for themselves and their loved ones. People find employment, and employers find talent! Due to the Coronavirus Pandemic, you must contact the office first before you can engage in in-person services. Click on the link above to find the location nearest to you.

<https://americaworks.com/virtual-contact-info/>

### **Employment - Staffing Agency**

PeopleReady has re-imagined and simplified the path that connects people and work. Whether you need workers or you're looking for new job opportunities, we're ready to deliver results for you today.  
<https://www.peopleready.com/>

### **Employment - Temporary Staffing Agency**

5150 Lemmon Avenue

On any given day, an estimated 2.7 million children in America have at least one parent in prison or jail.  
NRCCFI is the oldest and largest organization in the U.S. focused on children and families of the incarcerated and programs that serve them.  
Disseminating accurate and relevant information  
Guiding the development of family strengthening policy and practice  
Training, preparing, and inspiring those working in the field  
Including the families in defining the issues and designing solutions

<https://nrccfi.camden.rutgers.edu/>

### **Family - Parenting**

1-855-427-2736

Weekdays: 10:00 am pst to 7:00 pm pst

The National Parent Helpline is here for you and is open to parents and caregivers of children and youth of all ages. They offer Resources, a Helpline and Printable Materials!

<https://www.nationalparenthelpline.org/find-support>

### **Food - Food Pantry**

1331 Baywood St

Dallas, TX 75217

(214) 505-1928

The mission of the Pleasant Grove Food Pantry is to passionately pursue a hunger-free community in Pleasant Grove and the surrounding areas.

<https://www.pleasantgrovefoodpantry.org/>

### **Food - Food Pantry**

903-597-3663,

800-815-3663

<http://www.easttexasfoodbank.org/page.aspx?pid=363>

### **Food - Food Pantry**

Find local pantries, soup kitchens, food shelves, food banks and other food help.

<https://www.foodpantries.org/st/texas>

### **Free - Free Stuff**

We are a grassroots and entirely nonprofit movement of people who are giving and getting stuff for free in their own Towns. It's all about reuse and keeping good stuff out of landfills. Membership is free.

<https://www.freecycle.org/>

### **Health - Addiction Recovery**

1-888-NA WORKS

972-699-9306

En Espanol 1-888-600-6229

<http://www.dallasareana.org/joomla/>

### **Health - Crisis Hotline**

Domestic Violence Hotline 1-800-799-7233(SAFE)

StrongHearts Native Helpline 1-844-7NATIVE

(1-844-762-8483)

Runaway Safeline 1-800-RUNAWAY /

1-800-786-2929

Human Trafficking Hotline 1-888-373-7888

Child Abuse Hotline - 1-800-4-A-CHILD

(1-800-422-4453)

Suite 105

Dallas, TX 75209-6423

214.599.9500

<http://www.pridestaff.com>

### **Employment - Workforce Development**

Search one of the largest job databases in Texas. Register for work so employers can find you. Use job search resources to increase your job opportunities. Get resume writing tips and learn job-winning interviewing techniques. Find resources on training and education programs. Explore programs available at community colleges, licensed career schools, universities and other training providers. Learn about programs that may fund training for eligible individuals. Use tools to help identify the types of training that could help you achieve your employment goals.

<https://www.twc.texas.gov/jobseekers>

### **Family - Parenting**

Call us at 855-427-2736 - English and Spanish 8 am - 8 pm Pacific Standard Time

We offer free emotional support through innovative, evidence-based programs proven to strengthen the empowerment journey of parents, children, youth, and communities.

Parents Anonymous is now a Free Evidence-Based family strengthening program for Parents or anyone in a parenting role, and Children and Youth, to address personal, psychological, peer, mental health, or substance abuse concerns.

<https://www.raisingfuture.org/>

### **Food - Food Pantry**

WhyHunger Hotline: 866-348-6479

Call, text or click on the link to their website to find food pantries, soup kitchens, summer meals sites, government nutrition programs and grassroots organizations.

<http://www.whyhunger.org/find-food>

### **Food - Food Pantry**

Find a food bank near you! The Feeding America nationwide network of food banks secures and distributes more than 3 billion meals each year. Contact your local community food bank to find food.

<http://www.feedingamerica.org/find-your-local-food-bank/>

### **Food - Food Pantry**

Ample Harvest works to reduce food waste by connecting gardeners to their local food pantries so that excess garden bounty can be shared with those in need. Use the search tool to look for a local food pantry near you.

<https://ampleharvest.org/find-food/>

### **Free - Free Phone**

Assurance Wireless

P.O. Box 5040

Charleston, IL 61920-9907

1-888-321-5880

Assurance Wireless provides eligible consumers with free monthly data, unlimited texting, free monthly minutes plus a free Smartphone. Lifeline enrollment is available to individuals who qualify

Substance Abuse Treatment - 1-800-662-HELP (4357)  
Center for Missing and Exploited Children (NCMEC) Hotline - 800-8435678  
Sexual Assault Telephone Hotline - 800-656-HOPE (4673)  
Suicide Prevention Lifeline Hotline - 800-273-8255  
<https://www.acf.hhs.gov/acf-hotlines-helplines>

**Health - Free/Sliding Scale Clinic with Dental**  
There are many types of health clinics nationwide. There are low cost, affordable, sliding scale, medicaid accepted, community health care clinics, emergency clinics and regular medical clinics. Our directory provides not only the clinics listed, but also information, pictures, comments, and reviews on these clinics.

<https://www.clinicdirectory.org/state/texas.html>

**Money - Finances/Budgeting**

GreenPath will work with you to build a personalized plan of action for regaining control of your debt. We assess your household budget, find places for you to save, and help you prioritize your payments to creditors and plan a lifestyle that you can afford. It all works toward helping you achieve your financial goals, better manage debt and avoid problems in the future. Available in Spanish.  
<http://www.greenpath.com/>

**Money - Finances/Budgeting**

800.388.2227  
Free Credit Counseling! Our mission is to help all Americans gain control over their finances. For over 60 years, NFCC and its member agencies have helped people just like you pay off debt and grow in their financial capability. Our services help people overcome financial challenges at nearly every stage of life.  
<https://www.nfcc.org/>

**Money - Free Credit Report**

Get a free copy of your credit report every 12 months from each credit reporting company.  
<https://www.annualcreditreport.com/index.action>

**Reentry Resource - Multiple Resources Available**

Rose Garden Upscale Resale Store  
841 W. Davis Street  
On the corner of Tyler  
Dallas, TX 75208  
The mission of the Foundation is to provide transitional rehabilitation for women whose backgrounds include substance abuse or domestic violence and who are re-entering the community after incarceration by providing housing, continuing education and life-skills and job-skills training.

**Reentry Resource - Multiple Resources Available**

Our findhelp technology powers Americas leading social care network. Our network features more than 300,000 free and reduced-cost programs in all 50 U.S. states, territories, and Puerto Rico, powering social care systems for hundreds of customers nationwide.

based on federal or state-specific eligibility criteria. Residents of homeless shelters, nursing homes and temporary addresses may also be eligible.  
<https://www.assurancewireless.com/lifeline-services/what-lifeline>

**Free - Free Stuff**

We are a grassroots and entirely nonprofit movement of people who are giving and getting stuff for free in their own Towns. It's all about reuse and keeping good stuff out of landfills. Membership is free.  
<https://www.freecycle.org/>

**Health - Alcoholics Anonymous**

Welcome to AA Texas, a state-wide recovery resource devoted to supporting the men and women of Texas. AA Texas helps individuals struggling with alcoholism find the help they need on a local basis. Discover Texas Alcoholics Anonymous meetings per county or city, and take the next step to overcome alcohol addiction.  
<https://alcoholicsanonymous.com/aa-meetings/texas/>

**Health - Free/Sliding Scale Clinic**

301 N. Washington Ave.  
Dallas, TX 75246  
(972) 817-6000  
Our practice focuses on family medicine and pediatrics for the underserved community that does not have insurance. The providers here treat acute and chronic illness and offer preventive services in a comfortable and supportive environment. Open access appointments are available to all uninsured patients from newborns to adults.  
<https://www.bswhealth.com/locations/citysquare-dallas/Pages/default.aspx/Pages/locations.aspx>

**Health - Health Department**

Health Promotion and Chronic Disease Prevention (HPCDP)  
Many services and resources can be found on the website.  
<https://www.dshs.texas.gov/health-wellness.aspx>

**Money - Finances/Budgeting**

800.388.2227  
Free Credit Counseling! Our mission is to help all Americans gain control over their finances. For over 60 years, NFCC and its member agencies have helped people just like you pay off debt and grow in their financial capability. Our services help people overcome financial challenges at nearly every stage of life.  
<https://www.nfcc.org/>

**Money - Free Credit Report**

Free credit reports authorized by federal law. Federal law allows you to get a free copy of your credit report every 12 months from each credit reporting company.  
<https://www.annualcreditreport.com/index.action>

**Money - Social Security Benefits after Incarceration**

Social Security and Supplemental Security Income Benefits

<https://www.findhelp.org/find-social-services/texas>

**Reentry Resource - Multiple Resources Available**

Scroll down the page to find your state. Titles in the left column will lead you to resources available nationwide.

If you scroll down the page to find your state name, you can click on that for statewide resources.

<https://www.needhelppayingbills.com/index.html>

**Reentry Resource - Multiple Resources Available**

2922 MLK Boulevard,  
Dallas, TX 75215  
Phone: (214) 290-2337

To equip, empower, and employ individuals returning home from prison and provide support and assistance for families and communities impacted by Incarceration.

<http://www.milesoffreedom.org>

**Reentry Resource - Multiple Resources Available**

2728 Holmes Street  
Dallas, Texas 75215  
(214) 352-5674

The Way Back remains committed to eliminating barriers facing individuals with criminal backgrounds, as well as veterans, through comprehensive wrap-around services that address immediate needs such as clothing, food, referrals to social services, as well a continuum of case management services addressing housing, employment, income, education/training, and transportation.

<https://thewaybackhouse.org/>

**Reentry Resource - Programs**

Women participating in the New Beginning Program must commit to two years of training while they are on parole, during which time 2000 Roses expects the participants to hold jobs, learn how to maintain a bank account, keep a budget, complete their GED, as needed, learn three different job skills and contribute to the upkeep of the residence.

2000 Roses Foundation, Inc.  
P.O. Box 227015  
Dallas, TX 75222-7015  
Phone: (214) 941-1333

<http://2000roses.org/>

**Shelter - Homeless Assistance**

1100 Cadiz Street  
Dallas, TX 75215  
214.421.1380

Homeless Recovery Center. We understand the trauma of homelessness affects the whole person. Whether it is meeting basic daily needs like food, clothing and shelter, addressing addictions or past hurts, medical attention, or spiritual guidance, we are here to help you overcome. Volunteering opportunities also available.

<http://dallaslife.org/>

Individuals released from incarceration may be eligible for Social Security retirement, survivors, or disability benefits if you have worked or paid into Social Security enough years or Supplemental Security Income benefits if you are 65 or older, or are blind, or have a disability and have little or no income and resources.

If you believe you qualify, call our toll-free telephone number, 1-800-772-1213.

If you are deaf or hard of hearing, call TTY 1-800-325-0778.

<https://www.ssa.gov/reentry/benefits.htm>

**Reentry Resource - Multiple Resources Available**

Search for benefits in Education, Grants, Loans, Social Security, Housing and Utilities, Employment and Career Development, Financial Assistance and more.

<https://www.benefits.gov/categories>

**Reentry Resource - Multiple Resources Available**

211 connects you with thousands of nonprofit and government services in your area. If you want personal assistance call the three-digit number 211 or 877-947-2211. A friendly voice to talk with you 24/7/365.

<https://www.211texas.org/>

**Reentry Resource - Multiple Resources Available**

1610 S. Malcolm X Blvd. I  
Dallas, TX 75226  
Mail: PO Box 140024, Dallas, TX 75214  
(214) 823-8710

<https://www.citysquare.org/>

**Reentry Resource - Multiple Resources Available**

1818 Corsicana Street  
Dallas, Texas 75201  
Transitional Housing, Emergency Night Shelter, Meals, Healthcare, Recovery, Employment & Income Services, Laundry Services, Barbershop + Hair Salon, Dog Kennel, Educational + Recreational Activities, Personal Hygiene, Storage, Library + Computer Lab  
<https://www.bridgehrc.org/>

**Reentry Resource - Multiple Resources Available**

3500 Noble Avenue  
Fort Worth, Texas 76111  
(214) 296-9258

A comprehensive statewide diversion and reentry brokerage network that is committed to reducing crime and the ever-escalating fiscal impact to the State of Texas and its communities through coordinated collaboration, partnership, public awareness, reporting of evidence-based data and predictive trends, education, and training.

<http://unlockingdoors.org/index.html>

**Shelter - Energy Assistance**

Energy Assistance and Community Affairs  
<http://www.tdhca.state.tx.us/community-affairs/index.htm>

**Shelter - Low Income Housing**

<http://www.housingworks.org/access/states/tx/tx.html>

**Shelter - Low Income Housing**

Find low income apartments in Texas along with non profit organizations that help with low income housing along with HUD apartments, public housing apartments, public housing authorities, and housing assistance agencies.

<https://www.lowincomehousing.us/TX.html>

**Shelter - Transitional Housing**

1707 San Jacinto St

Dallas, TX 75201

214.969.2421

Jim Pence [jpence@firstdallas.org](mailto:jpence@firstdallas.org)

Offers 24 month aftercare, housing, bus passes, parole fee assistance, and employment assistance.

**Shelter - Transitional Housing**

Gaylord Thomas

501 N. Stemmons Frwy, Ste 200

Dallas, TX 75207

214.426.6694 or 214.671.8862

Housing available to adults who are non-violent offenders on parole living with HIV/AIDS only.

**Shelter - Transitional Housing**

1-855-860-3119

Transitional, sober housing provides supportive housing along with drug and alcohol treatment for selective locations

<https://www.transitionalhousing.org/state/texas>

**Shelter - Transitional Housing**

13340 Southview Lane

Dallas TX 75240

214.676.2693

Clean + Sober Living Christ Centered Residential Transitional Living

<https://www.freemanhouse.org/>

**Volunteer - Volunteer Opportunities**

We make it easy for good people and good causes to connect. We are a community that believes in the power of volunteering to enrich our lives and the world around us. Find locations to volunteer near you!

VIRTUAL VOLUNTEER opportunities are also available -

<https://www.volunteermatch.org/virtual-volunteering>

<http://www.volunteermatch.org/>

**Shelter - Homeless Shelter**

A heart for the people.

A home for the homeless.

2929 Hickory Street

Dallas, TX 75226

<http://www.austinstreet.org/index.html>

**Shelter - Low Income Housing**

The Dallas Housing Authority (DHA) has a simple mission - to provide qualified families with safe, decent and affordable housing of the highest quality consistent with available funding. The uncertain economic times we are experiencing have made the way the mission is carried out more critical than ever.

Contact us by phone, please dial 214-951-8300

Contact us by mail, please send letter to:

Dallas Housing Authority

Central Office Building

3939 North Hampton Road

Dallas, TX 75212

Dallas Housing Authority

Housing Choice Voucher Programs

2575 Lone Star Drive Dallas, TX 75212-6313

Contact us by Email, please send an email to [info@dhadal.com](mailto:info@dhadal.com)

<http://www.dhadal.com/>

**Shelter - Shelters**

We provide an online directory of shelters in Texas.

<https://www.shelterlist.com/state/texas>

**Shelter - Transitional Housing**

Mel Gipson

PO Box 180941

Dallas, TX 75218

214.325.9583

[pastormelvin@yahoo.com](mailto:pastormelvin@yahoo.com)

Open to Christian men, over 18, who are not sex offenders. Provides housing, drug abuse program, transportation assistance, employment placement assistance, and basic needs (clothing and meals) assistance.

**Shelter - Transitional Housing**

Wayback House

899 Stemmons Frwy

Dallas TX 75207

214.742.1971

Provides housing through it's TDCJ-approved, 175 bed half-way house facility.

**Shelter - Transitional Housing**

PO BOX 4283

CEDAR HILL, TX 75106

972-748-3101

Christian men's housing facility that offers help in basic life skills such as learning how to navigate public transportation, learning basic computer skills, assisting with resumes, job search assistance.

<https://www.forgivenfelons.org/>

**Volunteer - Volunteer Opportunities**

At JustServe, we believe that nothing should get in the way of organizations and volunteers coming

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together to do good things for the community.  
<https://www.justserve.org/>

**Volunteer - Volunteer Opportunities**

We make it easy for good people and good causes to connect. We are a community that believes in the power of volunteering to enrich our lives and the world around us. Find locations to volunteer near you!

Virtual volunteer opportunities are also available -  
<https://www.volunteermatch.org/virtual-volunteering>

<https://www.volunteermatch.org/city/Dallas%2C+TX%2C+USA>

## **Employment Tips**

We often have to work our way up to the job we want; either because it is not available when we go to find it or we need more experience, education, preparation or time to get ready. Although we will spend time working at jobs that are not our preference, we can enjoy the interim more when we stay focused on our goals.

### **Start by asking yourself:**

- What kind of job or career do I want?
- What am I willing to do, learn or sacrifice to get that job or career?

Before venturing out into the world of work you will have to obtain necessary documents.

The most frequently requested documents are:

- Birth Certificate
- Driver's license or Basic Identification
- Social Security Card

The birth certificate and driver's license forms offered in our Employment Documents are samples. You can find links to the applications that you need in our Resource Directory!

### **Next, ask yourself the following questions**

- What occupations or industries in your area are in need of employees?
- What are your employment limitations due to your particular crime?
- What is the income you need in order to pay for housing, food, energy, phone, child support, restitution, transportation, etc? (check out our [Build a Budget Worksheet](#))
- Which strategies do you think would be most effective for "selling" your attributes?

### **To prepare to apply for a job you may want to create the following worksheets:**

- Inventory your work history in and out of prison
- List your training, skills, limitations, and health considerations
- Gather all the information you will need to fill out employment applications. Are you ready to fill them out online? (Several companies only accept online applications.)

### **Considerations and Preparation**

What are your employment resources?

- Classified ads (in the paper or locally found on-line)
- Applying for jobs with companies you want to work for
- Job Assistance and Job Training centers
- Craigslist, Monster.com, other job-search websites

### **Skills Assessment and Personal Strengths Evaluation**

Consider taking a free online self-assessment test help us see what careers we are suited for. If you type the phrase 'self-assessment test' into any search engine, several options will be available for you to check out.

### **Do you need clothes for your interview or new job?**

Check out Dress for Success, a global program that may have a location near you!

([www.dressforsuccess.org](http://www.dressforsuccess.org))



**Resume' and Interview tips:**

Two good places where you get the chance to show a company why they cannot afford NOT to hire you. Keep these tips in mind as you write your application or resume', and prepare for job interviews:

- Be cheerful in your in-person or telephone job interviews.
- Talk about the benefits of your experience and the relevant expertise you offer.
- Speak about the value you would bring to the company.
- Share stories in the job interview about success in prior assignments.
- Talk about your ability to work with a diverse group of people.

**Typical Barriers to Employment:**

- Lack of updated resume
- Appropriate clothing for job search
- Transportation
- Stable housing
- Substance abuse
- Poor interview skills
- Poor job search skills
- Not a high school graduate
- No documentation (ID, Social Security card)

**SMART: What is your strategy for overcoming barriers and creating success?**

You can create a clear strategy by following SMART guidelines:

*Specific Measurable Attainable Realistic Timely (or Tangible)*

**Specific** – what is the specific goal you wish to achieve?

Can you answer these questions?

- Who do you need to be involved?
- What do you really want to accomplish?
- When do you want to accomplish it?
- Where do you need to be to accomplish it?
- Why do you want to achieve this goal?
- Which things do you need to get in order and which are the constraints to achieving your goal?

**Measurable** – How will you know when you've achieved your goal? What criteria have you set up to measure your progress and reach your target dates?

**Attainable** – Can you see yourself achieving this goal? Can you see the path to get there and then see yourself in that place of having reached the goal?

**Realistic** – Are you willing and able to achieve the goal?

**Timely** – How long do you need to achieve your goal? Work out your goal date and then the smaller goals that must be met to meet that goal date?

**Tangible** – Imagine: can you taste, touch, smell, see or hear the results of achieving your goal?

COMPANY OR  
EMPLOYER NAME: \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

APPLICANT TELEPHONE: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

# Employment Application

YOUR NAME: \_\_\_\_\_  
Last First Middle

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE U.S.A.?

☐ Yes ☐ No (If yes, verification will be required.)

I AM SEEKING A PERMANENT POSITION: ☐ Yes ☐ No

IF NECESSARY FOR THE JOB I AM ABLE TO:

Are you able to perform the essential functions  
of the position with or without accommodations?

☐ Yes ☐ No

Work (which shifts)? \_\_\_\_\_

Work overtime? \_\_\_\_\_

Provide a valid Alaska Drivers License? \_\_\_\_\_

IF NECESSARY FOR THE JOB, ARE YOU OVER (Please mark one) 14\_\_ 15\_\_ 16\_\_ 18\_\_ 19\_\_ 21\_\_

I WILL BE ABLE TO REPORT TO WORK \_\_\_\_ DAYS AFTER BEING NOTIFIED THAT I AM HIRED.

EDUCATION:	Yrs. Completed	Field of Study	Graduate or Degree
High School _____			
College/University _____			
Business/Technical _____			
Other (May include grammar school) _____			

MILITARY SERVICE: ☐ Yes ☐ No

Duty/Specialized Training: \_\_\_\_\_

REFERENCES: List two personal references who are not relatives or former supervisors.

Name	Address	Telephone	Occupation	Years known
_____	_____	_____	_____	_____
Name	Address	Telephone	Occupation	Years known
_____	_____	_____	_____	_____

EMPLOYMENT: List last employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary (following this section), or use an extra sheet of paper if necessary.

Employer Name and Address	Position Title/Duties Skills	Dates Employed from to
_____		
_____		
_____		
_____	Supervisor's Name: Telephone:	Reason for leaving

Employer Name and Address	Position Title/Duties Skills	Dates Employed from to
_____		
_____		
_____		
_____	Supervisor's Name: Telephone:	Reason for leaving

## EMPLOYMENT CONTINUED...

Employer Name and Address	Position Title/Duties Skills	Dates Employed from                      to
		Reason for leaving
	Supervisor's Name:                      Telephone:	

Employer Name and Address	Position Title/Duties Skills	Dates Employed from                      to
		Reason for leaving
	Supervisor's Name:                      Telephone:	

Summarize other  
employment related to this job: \_\_\_\_\_

Types of computers, other electronic or mechanical  
equipment that you are qualified to operate or repair: \_\_\_\_\_

Typing speed: \_\_\_\_\_ per minute.

Professional Licenses, Certifications or Registrations: \_\_\_\_\_

Additional skills including supervision skills, other languages, or information  
regarding the career/occupation you wish to bring to the employer's attention: \_\_\_\_\_

In case of accident or illness please contact: Name: \_\_\_\_\_

Daytime phone: \_\_\_\_\_

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

Relationship: \_\_\_\_\_

**Information to the applicant:** As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the US, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms.

I understand and agree to the information shown above:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Equal Employment Opportunity:** While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no affect on your application for employment.

Employer Section: \_\_\_\_\_

## Interview Tips

Before you head to your interview, ask yourself these questions:

- Do you really want this job?
- Are you qualified for the job?
- Do you believe you can get the job?
- What attitude and information must you deliver to the employer to get the job?
- Are you ready for your interview?

If you decide you really want to get this job, consider these tips:

1. Keep your answers short yet full of information, unless you are asked to clarify. Try to put yourself in the interviewer's shoes; asking the same questions of many applicants! Fine tune your answers to the Sample Interview Questions and bring your authenticity and vitality to the interview.
2. Determine what your key strengths and assets are. Be sure to state them confidently a couple of times throughout the interview.
3. Prepare for a variety of interview questions. Consider the challenges you have overcome, the difficult interpersonal situations that you resolved with others, and several success stories.
4. Describe specific situations and accomplishments. Generalities fail to show the interviewer your strengths and assets and how they can benefit the company and the position that is available.
5. Put yourself on their team. Show how you fit in with the existing work environment and company culture. During the interview, align your language with the language of the team.
6. Observe your non-verbal communication. Are you saying what you mean to say? Practice answering some of the Sample Interview Questions in front of a mirror to see if your eyes and your gestures agree with your words.
7. Ask questions. Is this where you want to work? Find out what you need to know to accept the job. Also, the interviewer will see that you are taking interest in the company and work environment. That is an important quality in a team player.
8. Be sure to talk WITH the interviewer and not AT the interviewer. Interviews are stressful enough for both parties. Keep it human.
9. Research the company. Is it a right fit for you? Can you get behind the mission of the company? How much can you know about the work and the work environment before the interview?
10. Apply for jobs that you are skilled for and that you can appreciate...even if only as a stepping stone to your next job. If you truly want the job, you must be able to compete successfully with your competition. Authenticity shines through your words and your non-verbal communication.

## **Interview Questions for You to Ask**

In an interview both you and the employer are finding out about each other. Asking these questions will show general interest in the business, and the team you are applying to work with. These questions show you care about the position and how you might fit. Asking questions will also help you understand if you think the environment is suitable for you.

Please tell me important information I should consider about working with this company:

- On average, how long do people keep the position for which I am applying?
- What strengths and skills do you think I should have to best fill this position?
- What employee qualities are encouraged here?
- Is this a friendly environment or are people pretty serious?
- Would you tell me about the challenges I might find working here?
- Which companies, products or services are our competitors?
- Is there an opportunity for promotion from this position?
- How often will I be evaluated?
- What are the businesses strengths? What aspects need improvement?
- What will be expected of me in the first 3 months? 6 months? Year?
- Are we encouraged to participate in things outside of work, like a softball league?
- In what ways does the company recognize and honor work that has been done?
- Will I have an employment agreement?
- Will I work with alone or with a group?
- Who will I report to? What kind of person are they?
- Are we anticipating any major changes in the workplace?
- How many applicants do you have for this position?
- What training do you provide?
- Does the company provide or support higher education or advanced training for employees?
- Is there anything else I can provide you to help you make a decision?
- How soon can I expect to hear from you?

Not all of these questions would apply to any one position. These questions are just examples to either pick from or open your mind to asking questions that will help you make sure the job is acceptable for you!



www.fairshake.net

PO Box 63 Westby, WI 54667 608-634-6363

# Fair Shake Employer Support

All of this information and much more can be found at <https://www.fairshake.net/employers>

Although tremendous responsibility is on the shoulders of those transitioning from prison to society, their success is made possible only when the entire community is involved.

Employers have the opportunity to help create one of the first and most stable bridges to reentry success. Fair Shake supports an employer's desire to understand formerly incarcerated applicants by offering tools and information to help you make informed, careful hiring decisions.

Fair Shake has also created tools for our members to more fully demonstrate their character than may be available on a standard job application through our free "office in the clouds", which includes a Personal Web Page.

## **The FAIR SHAKE PERSONAL WEB PAGE (PWP): What you learn about these applicants**

Building a Fair Shake personal web page is not an easy feat! Formerly incarcerated people who create this page demonstrate many things to you:

- **HONESTY:** They are open, honest and direct by letting you know s/he has been incarcerated. As you may well imagine, this takes an enormous amount of courage. We know that honesty is imperative to building trust. Is honesty something you are looking for in your employees?
- **SELF-MOTIVATION:** Creating this page demonstrates the applicant's perseverance, tenacity, and desire to succeed. S/he had no coercion in building this page; there was no class for it nor did anyone recommend they do this. They built the page of their own volition.
- **TECH-SKILLS:** A variety of computer skills were required to create the Personal Web Page including: scanning, storage, typing, and understanding 'cloud' technology; to name a few.
- **HUMANNESS:** In addition to the above, the applicant offers information here that describes more than skills and experiences; you learn who they are and what they bring to your organization. This information is very important in building company culture, but is not requested on standard job applications.

## **Why hire a formerly incarcerated person?**

- To keep your options open for hiring the best possible candidate!
- Many formerly incarcerated people have received extensive training
- Many formerly incarcerated people are motivated to work
- Many formerly incarcerated people have a job coach or advisor
- Support is available for training and reducing risk

**Fidelity Bonding Program**

The **Fidelity Bonding Program** offers six months of free bonding support to businesses across the country to lower their risk when hiring applicants who have been incarcerated.

Federal Fidelity Bonding Program: <http://bonds4jobs.com>

Bonding can:

- Reduce your risk when you hire formerly incarcerated people
- Provide six months of FREE insurance against employee theft
- Be obtained quickly and easily by just a phone call to confirm your hire

To bond a formerly incarcerated new hire today **call toll-free: 877-US2-JOBS (877-872-5627)**

**Work Opportunity Tax Credit (WOTC)**

The WOTC is a special tax credit available for hiring former felons (and others) and must occur within one year of their release date. The WOTC is available to any size business from small organizations to national corporations. The credit is also available for any type of job. The work can be full-time, part-time, temporary, or seasonal.

Facts about the WOTC tax credit:

- Employers can save as much as \$2,400 in taxes
- Applies to the first year of employment
- The new employee must work 120 hours for the employer to begin to receive credit

Exceptions:

- Not for independent contractor work
- Not for a business owned by a close relative

To find out more: <http://www.doleta.gov/business/incentives/opptax/wotcEmployers.cfm>

Or call: 1-800-829-4933

**Employee Training Support**

Your business may be eligible for a state or federal training grant (or other funding). To find out what you may qualify for, check with your Workforce Investment Board, Small Business Development Center, or economic development agency.

- Workforce Investment Board: <http://www.servicelocator.org/contactspartners.asp>
- Small Business Development Center: <https://www.sba.gov/tools/local-assistance>
- Economic Development Agency: <https://www.sba.gov/content/economic-development-agencies>

**Ban the Box:**

Are you ready to remove the box that says 'Have you ever been convicted of a felony?' from your job application forms? If so, we can help! <https://www.fairshake.net/ban-the-box/>

On our page you will find:

- Best Practices and Model Policies
- Fair Chance Fact Sheet
- Community Hiring Model
- Which states, cities and counties *Ban the Box*
- Learn from dedicated states like Minnesota who have Banned the Box for both public- and private-sector jobs. They freely share information for you to do this, too.

## **Resume Guide**

A good resume will open the door for an interview. But do you need a resume? Some employers prefer a resume and others require an application form. That depends on the kind of job you're applying for.

### **RESUME REQUIRED**

- Professional, technical, administrative and managerial jobs.
- Sales positions.
- Secretarial, clerical, and other office jobs.

### **RESUME SOMETIMES REQUIRED**

Professional positions: Baker, Hotel Clerk, Electrician, Drafter, Welder

### **RESUME NOT REQUIRED**

Unskilled, quick turnover jobs: Fast Food Server, Laborers, Machine Loader, Cannery Worker

**The Rockport Institute** has generously donated the resume guide below. It is a shortened version of their full resume guide ***How to Write a Masterpiece of a Resume*** which can be found here:

<http://www.rockportinstitute.com/resumes>

## **WRITE A RESUME THAT GENERATES RESULTS**

Before you begin, ask yourself: Why do you have a resume in the first place? What is it supposed to do for you? How can you differentiate yourself from hundreds of other applicants with qualified resumes? The prospective employer has the overwhelming task of looking over many resumes to find the special person that is right for the position and a great fit for the culture of the company. You are facing a great deal of competition.

The resume is a tool with one specific purpose: to win an interview. If it doesn't, it isn't an effective resume. A resume is an advertisement; nothing more, nothing less. A great resume doesn't just tell them what you have done but makes the same assertion that all good ads do: If you buy this product, you will get these specific, direct benefits. It presents you in the best light. It convinces the employer that you have what it takes to be successful in this new position or career.

Other reasons to have a resume:

- To pass the employer's screening process (requisite educational level, number years' experience, etc.), to give basic facts which might favorably influence the employer
- To establish yourself as a professional person with high standards and excellent writing skills, based on the fact that your resume is so well done (clear, well-organized, well-written, well-designed, of the highest professional grades of printing and paper).
- To use as a covering piece or addendum to another form of job application
- To put in an employer's personnel files. (which they may check out later for other openings)
- To help you clarify your direction, qualifications, and strengths, boost your confidence, or to start the process of committing to a job or career change.



It is a mistake to think of your resume as your work history, a personal statement or some sort of self expression. Sure, most of the content of any resume is focused on your job history. But write from the intention to create interest, to persuade the employer to call you. If you write with that goal, your final product will be very different than if you write it just to catalog your job history.

Most resumes are quickly scanned, rather than read. Ten to twenty seconds is all the time you have to persuade a prospective employer to read further and the decision to interview a candidate is usually based on an overall first impression of the resume, a quick screening that so impresses the reader and convinces them of the candidate's qualifications that an interview results. The top half of the first page of your resume will either make you or break you. You hope it will have the same result as a well-written ad: to get the reader to respond. You are selling a product in which you have a large personal investment: you.

The person who is doing the hiring often cares deeply how well the job will be done. You need to write your resume to appeal directly to them. Ask yourself: What does the employer really want? What special abilities would this person have? What would set a truly exceptional candidate apart from a merely good one? How can I demonstrate that I am the perfect candidate? Put yourself in their shoes.

Loosen up your thinking enough so that you will be able to see some new connections between what you have done and what the employer is looking for. You need not confine yourself to work-related accomplishments! Use your entire life as evidence of your character, skills and talents. If Sunday school or your former gang are the only places you have had a chance to demonstrate your special gifts for leadership, fine. What are the talents you have to offer the prospective employer? A great resume has two sections. In the first, you make assertions about your abilities, qualities and achievements. You write powerful, but honest, advertising copy that makes the reader immediately perk up and realize that you are someone special.

The second section, the evidence section, is where you back up your assertions with evidence that you actually did what you said you did. This is where you list and describe the jobs you have held, your education, etc. This is all the stuff you are obliged to include.

Most resumes are just the evidence section, with no assertions. The 'juice' is in the assertions section. When a prospective employer finishes reading your resume, you want them to reach for the phone to invite you in to interview. The resumes you have written in the past have probably been a gallant effort to inform the reader. You don't want them informed. You want them interested and excited.

## THE OBJECTIVE SECTION

Ideally, your resume should be pointed toward conveying why you are the perfect candidate for one specific job or job title. Good advertising is directed toward a very specific target audience.

Targeting your resume requires that you be absolutely clear about your career direction—or at least that you appear to be clear. You would be wise to use this time of change to design your future career so you have a clear target that will meet your goals and be personally fulfilling. With a nonexistent, vague or overly broad objective, the first statement you make to a prospective employer says you are not sure this is the job for you.

Imagine the position of a software manufacturer looking at a sea of resumes. They all look so much alike until they come across a resume in the pile that starts with the following: "OBJECTIVE - a software sales position in an organization seeking an extraordinary record of generating new accounts, exceeding sales targets and enthusiastic customer relations". They are immediately interested! This first sentence conveys some very important and powerful messages: "I want exactly the job you are offering. I am a superior candidate because I recognize the qualities that are most important to you, and I have them. I want to make a contribution to your company." This works well because the employer is smart enough to know that

someone who wants to do exactly what they are offering will be much more likely to succeed than someone who doesn't. And that person will probably be a lot more pleasant to work with as well.

Secondly, this candidate has done a good job of establishing why they are the perfect candidate in their first sentence. They have thought about what qualities would make a candidate stand out. They have started communicating that they are that person immediately. What's more, they are communicating from the point of view of making a contribution to the employer.

Here's how to write your objective. First of all, decide on a specific job title for your objective. Go back to your list of answers to the question "How can I demonstrate that I am the perfect candidate?" What are the two or three qualities, abilities or achievements that would make a candidate stand out as truly exceptional for that specific job? Having an objective statement that really sizzles is highly effective. And it's simple to do. One format is:

**OBJECTIVE:** An xxx position in an organization where yyy and zzz would be needed (or, in an organization seeking yyy and zzz).

Xxx is the name of the position you are applying for. Yyy and zzz are the most compelling qualities, abilities or achievements that will really make you stand out above the crowd of applicants.

If you are applying for several different positions, you should adapt your resume to each one. Have an objective that is perfectly matched with the job you are applying for. Remember, you are writing advertising copy, not your life story.

If you have a limited work history, you want the employer to immediately focus on where you are going, rather than where you have been.

### **Examples of an Objective section:**

**OBJECTIVE:** An entry-level position in the hospitality industry where a background in advertising and public relations would be needed.

**OBJECTIVE:** A position teaching English as a second language where a special ability to motivate and communicate effectively with students would be needed.

## **THE SUMMARY OF QUALIFICATIONS**

The "Summary of Qualifications" consists of several concise statements that focus the reader's attention on the most important qualities, achievements and abilities you have to offer. Those qualities should be the most compelling demonstrations of why they should hire you instead of the other candidates.

This may be the only section fully read by the employer, so it should be very strong and convincing. Include professional characteristics (extremely energetic, a gift for solving complex problems in a fast-paced environment, exceptional interpersonal skills, committed to excellence, etc.) helpful in winning the interview.

How should you write to write a Summary of Qualifications? Look for the qualities the employer will care about most. Then look at what you wrote about why you are the perfect person to fill their need. Pick your qualities that best demonstrate why they should hire you. Assemble it into your Summary section.

The most common ingredients of a well-written Summary are as follows. Do not use all these ingredients in one Summary - use the ones that highlight you best.

- A short phrase describing your profession
- Followed by a statement of broad or specialized expertise
- Followed by two or three additional statements related to any of the following:
  - breadth or depth of skills
  - unique mix of skills
  - range of environments in which you have experience
  - a special or well-documented accomplishment
  - a history of awards, promotions, or superior performance commendations
- One or more professional or appropriate personal characteristics
- A sentence describing professional objective or interest.

Notice that the examples below show how to include your objective in the Summary section. If you are making a career change, your Summary section should show how what you have done in the past prepares you to do what you seek to do in the future.

#### **A few examples of Summary sections:**

- Highly motivated, creative and versatile real estate executive with seven years of experience in development and construction. Especially skilled at building effective, productive working relationships with clients and staff. Excellent management, negotiation and public relations skills. Seeking a challenging management position in the real estate field that offers extensive contact with the public.
- Health Care Professional experienced in management, program development and policy making in the United States as well as in several developing countries. A talent for analyzing problems, developing and simplifying procedures, and finding innovative solutions. Proven ability to motivate and work effectively with persons from other cultures and all walks of life. Skilled in working within a foreign environment with limited resources.
- Performing artist with a rich baritone voice and unusual range, specializing in classical, spiritual, gospel and rap music. Featured soloist for two nationally televised events. Accomplished pianist. Extensive performance experience includes television, concert tours and club acts. Available for commercial recording and live performances.

## **SKILLS AND ACCOMPLISHMENTS**

In this final part of the assertions section of your resume, you do exactly what you did in the previous section, except that you go into more detail.

In the summary, you focused on your most special highlights. Now you tell the rest of the best of your story. Let them know what results you produced, what happened as a result of your efforts, what you are especially gifted or experienced at doing. Flesh out the most important highlights in your summary.

**Here are a few ways you could structure your “Skills and Accomplishments” section:**

#### **SELECTED SKILLS AND ACCOMPLISHMENTS**

- Raised \$1900 in 21 days in canvassing and advocacy on environmental, health and consumer issues.
- Conducted legal research for four Assistant U.S. Attorneys, for the U.S. Attorney’s office
- Coordinated Board of Directors and Community Advisory Board of community mental health center. Later commended as “the best thing that ever happened to that job.”

## FUNCTIONAL RESUME FORMAT

The functional resume highlights your major skills and accomplishments. It helps the reader see clearly what you can do for them. It helps target the resume into a new direction by lifting up from all past jobs the key skills and qualifications to help prove you will be successful. The functional resume is a must for career changers and for those returning to the job market.

## THE EVIDENCE SECTION - YOUR WORK HISTORY, EDUCATION, ETC.

Most resumes are not much more than a collection of "evidence," various facts about your past. By evidence, we mean all the mandatory information you must include on your resume: work history with descriptions, dates, education, affiliations, list of software mastered, etc. If you put this toward the top of your resume, anyone reading it will feel like they are reading an income tax form.

### EXPERIENCE

List jobs in reverse chronological order. Don't go into detail on the jobs early in your career; focus on the most recent and/or relevant jobs. (Summarize a number of the earliest jobs in one line or very short paragraph. Put dates in italics at the end of the job; don't include months, unless the job was held less than a year. Include military service, internships, and major volunteer roles if desired! Because the section is labeled "Experience," it does not need to mean that you were paid.

### EDUCATION

List education in reverse chronological order, degrees or licenses first, followed by certificates and advanced training. Set degrees apart so they are easily seen. Put in boldface whatever will be most impressive. Don't include any details about college except your major and distinctions or awards you have won.

- Do include advanced training, but be selective with the information.
- If you are working on an uncompleted degree, include the degree and afterwards, in parentheses, the expected date of completion.
- If you didn't finish college, start with a phrase describing the field studied, then the school, then the dates (the fact that there was no degree may be missed).

Other headings might be "Education and Training" or "Education and Licenses".

And then add your Awards, Civic and Community Recognition and Comments from Supervisors.

### PERSONAL INTERESTS

Only list these if your personal interests indicate a skill or knowledge that is related to the goal, such as photography for someone in public relations, or carpentry and wood-working for someone in construction management. This section can create common ground in an interview.

### REFERENCES

You may put "References available upon request" at the end of your resume, if you wish. This is a standard close (centered at bottom in italics), but is not necessary. You can bring a separate sheet of references to the interview, to be given to the employer upon request.

## A FEW GUIDELINES FOR A BETTER PRESENTATION

**The resume is visually enticing, a work of art.** Simple clean structure. Very easy to read. Symmetrical. Balanced. Uncrowded. As much white space between sections of writing as possible; sections of writing that are no longer than six lines, and shorter if possible.

**There are absolutely no errors.** No typographical errors. No spelling errors. No grammar, syntax, or punctuation errors. No errors of fact.

**All the basic, expected information is included.** A resume must have the following key information: your name, address, phone number, and your email address at the top of the first page, a listing of jobs held, in reverse chronological order, educational degrees, in reverse chronological order.

**Jobs listed include a title, the name of the firm, the city and state of the firm, and the years employed.** Jobs earlier in a career can be summarized and extra part-time jobs can be omitted. If no educational degrees have been completed, it is still expected to include some mention of education (professional study or training, partial study toward a degree, etc.) acquired after high school.

**It is targeted.** First you should get clear what your job goal is, what the ideal position would be. Then you should figure out what key skills, areas of expertise or body of experience the employer will be looking for in the candidate. Gear the resume structure and content around this target, proving these key qualifications.

**Strengths are highlighted / weaknesses de-emphasized.** Focus on whatever is strongest and most impressive. Make careful and strategic choices as to how to organize, order, and convey your skills and background.

**Use power words.** For every skill, accomplishment, or job described, use the most active impressive verb you can think of (which is also accurate). Begin the sentence with this verb, except when you must vary the sentence structure to avoid repetitious writing.

**Show you are results-oriented.** Wherever possible, prove that you have the desired qualifications through clear strong statement of accomplishments

**Writing is concise and to the point.** Keep sentences as short and direct as possible.

**Make it look great.** Use a laser printer or an ink jet printer that produces high-quality results. A laser is best because the ink won't run if it gets wet. It should look typeset. Use a standard conservative typeface (font) in 11 or 12 point. Use off-white, ivory or bright white 8 1/2 x 11-inch paper, in the highest quality affordable. Use absolutely clean paper without smudges, without staples and with a generous border.

**Shorter is usually better.** Your resume should be just long enough to keep the reader's interest, and create psychological excitement that leads prospective employers to pick up the phone and call you.

**Telephone number that will be answered.** Be sure the phone number on the resume will, without exception, be answered by a person or an answering machine Monday through Friday 8-5pm.

## WHAT NOT TO PUT ON A RESUME

- The word "Resume" at the top of the resume
- Fluffy rambling "objective" statements
- Salary information
- Full addresses of former employers or names of supervisors
- Reasons for leaving jobs
- References

## Accomplishments and Skills Worksheet

Use this worksheet as a spring board to organize your work history and personal interests for your resume. Include all successes in your life! You have valuable talent, skills and traits to share. Remember: there are no wrong answers.

Examples--

- Shipped an average of 40 packages per day for 4 years with fewer than 3% damage in shipping.
- Volunteered at the Humane Society every Tuesday evening for 2.5 years. Walked, bathed and groomed dogs.
- Organized a fund-raising event for Fair Shake, generating over \$8300. Organized silent auction donations, secured entertainment and food and assembled volunteers.
- Managed a household of four on \$900 per month.
- Restored a 1961 Volkswagen Beetle to original condition.
- Successfully planted, nurtured and harvested an annual garden (8 years running!) and canned, froze or dried the harvest to provide nearly half of our family's dietary requirements.

### Occupational Titles

Job titles to start your brainstorming when considering job goals.

Accountant  
Assembler  
Carpenter  
Cashier  
Chef / Cook  
Clerk  
Data Entry  
Director  
Editor  
Engineer  
Firefighter

Graphic Designer  
Grounds Keeper  
Inspector  
Lab Technician  
Librarian  
Machine Operator  
Mail Carrier  
Maintenance  
Massage Therapist  
Manager  
Mason

Manufacturer  
Operations Manager  
Painter  
Programmer  
Salesperson  
Secretary  
Snow-maker  
Teacher  
Tree Trimmer  
Veterinarian  
Welder

### Job Skills

The following is a short list of job skills. (There are literally thousands of job-specific skills.) You will have to research the job skills specific to your occupation

Accounting  
Advertising  
Auditing  
Brake Alignments  
Building Maintenance  
Carpet Laying  
Cleaning  
Cooking  
Correspondence  
Counseling  
Customer Service  
Detailing

Drill Press Operation  
Driving  
Editing  
Electronic Repair  
Filing  
Hammering  
Interviewing  
Keyboarding  
Management  
Marketing  
Mechanical Drafting  
Metal Fabrication

Payroll / Accounting  
Planning  
Public Speaking  
Researching  
Sign Language  
Scheduling  
Soldering  
Technical Writing  
Telemarketing  
Typing  
Welding  
Writing



## Self-Management Skills

Follow instructions  
Get along well

Get things done  
Honest

Punctual  
Responsible

## Personality traits

Articulate  
Assertive  
Assume responsibility  
Communicative  
Competitive  
Creative  
Decisive  
Dependable  
Detail-oriented  
Diplomatic

Enthusiastic  
Emotionally strong  
Flexible  
Friendly  
Highly motivated  
Integrity  
Quick thinker  
Self-motivated  
Sense of direction  
Sense of humor

Sensitive  
Sincere  
Sociable  
Tactful  
Tolerant  
Tough  
Trusting  
Understanding  
Willing to learn

## Physical skills

Agile  
Assembling  
Balancing, juggling  
Crafts  
Counting  
Drawing, painting  
Driving (CDL?)  
Endurance  
Finishing, refinishing

Flexible  
Grinding  
Hammering  
Keyboarding, Typing  
Manual dexterity  
Mechanical  
Modeling, remodeling  
Observing, inspecting  
Operating machines

Precise  
Set standards  
Strong  
Thorough  
Restoring  
Sandblasting  
Sewing  
Sorting  
Weaving

## People Skills

Caring  
Comforting  
Communicating  
Conflict Management  
Conflict Resolution  
Counseling  
Consulting  
Developing Rapport  
Diplomacy  
Diversity

Empathy  
Encouraging  
Group Facilitating  
Helping Others  
Inspiring Trust  
Inquiry  
Instructing  
Interviewing  
Listening  
Mediating

Mentoring  
Motivating  
Negotiating  
Outgoing  
Problem Solving  
Respect  
Responsive  
Sensitive  
Sympathy  
Tolerance

## Data Sorting Skills

Analyzing  
Auditing  
Averaging  
Budgeting  
Calculating, Computing  
Checking for accuracy  
Classifying  
Comparing  
Compiling

Cost Analysis  
Counting  
Detail-oriented  
Evaluating  
Examining  
Financial or fiscal  
Analysis  
Financial management  
Financial records

Following instructions  
Investigating  
Inventory  
Interrelate  
Logical  
Organizing  
Recording facts  
Research  
Surveying

## Leadership Skills

Brainstorm  
 Competitive  
 Coordinating  
 Decisive  
 Delegate  
 Direct others  
 Evaluate  
 Goal setter  
 Influential  
 Initiate new tasks

Integrity  
 Judgment  
 Manage, Direct Others  
 Mediate Problems  
 Motivate People  
 Multitasking  
 Negotiate Agreements  
 Organization  
 Planning  
 Results-Oriented

Risk Taker  
 Run Meetings  
 Self-Confident  
 Self-Directed  
 Self-Motivated  
 Sets an Example  
 Solve Problems  
 Strategic Planning  
 Supervision  
 Work Schedules

## Artistic Skills

Artistic ideas  
 Dance, Aerobic  
 Designing  
 Drawing, Painting  
 Handicrafts  
 Illustrating, Sketching

Imaginative  
 Inventive  
 Mechanical drawing  
 Model-making  
 Perform  
 Photography

Play an instrument  
 Rendering  
 Singing  
 Visualize shapes  
 Visualizing  
 Writer / Editor

## Descriptive Words to Use in Your Resume

Able  
 Accurate  
 Active  
 Adaptable  
 Adept  
 Administrative  
 Advantageous  
 Aggressive  
 Alert  
 Ambitious  
 Analytical  
 Articulate  
 Assertive  
 Astute  
 Attentive  
 Authoritative  
 Bilingual  
 Broad minded  
 Calm  
 Candid  
 Capable  
 Cheerful  
 Committed  
 Competent  
 Comprehensive  
 Confident  
 Conscientious

Considerate  
 Consistent  
 Constructive  
 Continuous  
 Contributions  
 Cooperative  
 Creative  
 Curious  
 Decisive  
 Dedicated  
 Deliberate  
 Dependable  
 Detailed  
 Detail-oriented  
 Determined  
 Diligent  
 Diplomatic  
 Disciplined  
 Discreet  
 Diversified  
 Driven  
 Dynamic  
 Eager  
 Easily  
 Easygoing  
 Economical  
 Effective

Efficient  
 Effortlessly  
 Empathetic  
 Energetic  
 Enterprising  
 Enthusiastic  
 Excellent  
 Exceptional  
 Experienced  
 Expert  
 Expertly  
 Extensive  
 Fair  
 Farsighted  
 Fast learner  
 Flexible  
 Forceful  
 Friendly  
 Generalist  
 Hard-working  
 Honest  
 Imaginative  
 Increasingly  
 Independent  
 In-depth  
 Initiative  
 Innovative



## Descriptive Words (Continued)

Insightful  
Instrumental  
Inventive  
Knowledgeable  
Leadership  
Logical  
Loyal  
Major  
Mature  
Meaningful  
Methodical  
Meticulous  
Motivated  
Multilingual  
Objective  
Open-minded  
Optimistic  
Orderly  
Organized  
Outstanding  
Patient  
Perceptive  
Persistent  
Personable  
Personally  
Persuasive  
Pertinent  
Pleasant  
Positive  
Practical

Precise  
Problem-solver  
Productive  
Professional  
Proficient  
Profitable  
Progressive  
Proven  
Punctual  
Qualified  
Quality conscious  
Quick learner  
Realistic  
Recent  
Reliable  
Repeatedly  
Resilient  
Resourceful  
Respectful  
Responsible  
Responsive  
Risk-taker  
Routinely  
Satisfactorily  
Scope  
Self-confident  
Self-controlled  
Self-reliant  
Self-starter  
Sharp

Significantly  
Sincere  
Skilled  
Skillful  
Solid  
Sound  
Specialized  
Specialist  
Stable  
Strategically  
Strong  
Substantial  
Successful  
Superior  
Systematic  
Tactful  
Talented  
Team player  
Technical  
Thorough  
Timely  
Uniform  
Universal  
Up-to-date  
Valuable  
Varied  
Versatile  
Vigorous  
Well-educated  
Well-rounded

## Thank You Letter

Writing a thank you letter allows you the opportunity to share your reflections from interview including topics that were discussed and your decision to accept the job if it is offered to you. If you do not want the job you can write a short thank you letter stating that you wish to withdraw your application. If you do want the job, restate the qualifications and social skills you possess related to the requirements of the position and culture of the company. Be sure to send your thank you letter within a day of your interview.

Sue Kastensen  
PO Box 63  
Westby, WI 54667  
608-634-6363  
sue@gmail.com

January 20, 2012

Alex Wikstrom  
Sun Dog Manufacturing  
123 Swiggum St.  
Westby, WI 54667

Dear Mr. Wikstrom:

Thank you for taking the time to meet with me about the Shipping Manager job opening yesterday. I appreciate the opportunity to interview for this position.

Upon reflection, I believe I am a good fit for the Shipping Manager position and also for the company. I bring four years experience in shipping and receiving and I am familiar with nearly all of the tools you showed me. I learn quickly and will be able to master each of the computer shipping programs easily. My personality is well-suited to accommodate the variety of employees who will bring items to be shipped, and also the freight handlers that I will interface with.

Thank you for listening to me describe my past and what I have learned from my incarceration. Be assured that I have reflected upon, learned from, and moved beyond all types of criminal behavior. I am ready and willing to be a reliable benefit to Sun Dog Manufacturing.

I'm very interested in working with you and your team. I am a dedicated worker and can commit to supporting Sun Dog Manufacturing well into the future. Please feel free to contact me if you would like further information. My cell phone number is 608-634-1234

Thank you again for your time and consideration.

I'm looking forward to hearing from you.

Sincerely,

**Signature Here**

Sue Kastensen

\*\*\* For many more examples, Search the Internet for *Thank You Letter Examples* \*\*\*