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## Mini Computer Guide

**Keyboard Shortcuts** - Usually the same on all computers... Macs have slight differences

Windows	Mac OS	Linux	Action
Ctrl + A	⌘ + A	Ctrl + A	Select all content
Ctrl + B	⌘ + B	Ctrl + B	Bold selected text
Ctrl + C	⌘ + C	Ctrl + C	Copy file or selected content
Ctrl + I	⌘ + I	Ctrl + I	Italicize selected text
Ctrl + P	⌘ + P	Ctrl + P	Print document
Ctrl + S	⌘ + S	Ctrl + S	Save current page or work
Ctrl + U	⌘ + I	Ctrl + U	Underline
Ctrl + V	⌘ + V	Ctrl + V	Paste file or content
Ctrl + X	⌘ + X	Ctrl + X	Cut file or content
Ctrl + Y	Shift + ⌘ + Y	Ctrl + Y	Redo, If you did an undo
Ctrl + Z	⌘ + Z	Ctrl + Z	Undo last action, can be done many times
Alt + Tab	⌘ + Tab	Alt + Tab	Shuffle through open programs
Tab	Tab	Tab	Use Tab as a quick way to move around forms
Shift + F3	⇧ + ⌘ + C	Shift + F3	Change selected text to all capital letters, first letter capital or all lowercase.

### Email Warnings

1. Beware of SCAMS. Advice on Scams: Scambusters <http://www.scambusters.com/> gives information about how to avoid becoming a victim of identity theft, or of frauds such as pyramid selling, or money laundering scams. The Office of Fair Trading describes SCAMS as:









































**Scheming Crafty Aggressive Malicious**

Their advice is that "If it looks too good to be true it probably is!"

1. Nigerian "419" email fraud: These are emails from Africa offering to share huge sums of money with you if you let them use your bank to help them get their money out of the country. They ask for your bank account details and an administration fee. But it's a scam. If you comply and pay a small administration fee, then there'll be some complication and more money will be requested - again and again. The big money for you will never materialize. At worst you might get an invite to Africa where being held for ransom is a further threat.
2. Lotteries and Prize Draws: You may get emails saying you are a winner in an overseas lottery or prize draw and asking for your bank account details so that the cash can be transferred. You may also be asked to send money in order to claim your prize. These are scams.
3. Phishing: Many Internet fraudsters use a technique called "phishing" - sending out hoax emails, which look like they have come from your Bank or other online account such as Ebay Paypal. These often say that there has been a problem with unauthorized access to your account, or that you need to reconfirm your details for security reasons. Links in the email would take you to a page that could look like it belongs to your bank, where you will be asked to enter your passwords and personal information. If you followed these instructions and entered your details you would be enabling the fraudsters to access your accounts. It might be safer to use a search engine to find the web site of your bank than a link in an unverifiable email.

For more Fair Shake computer guides, tutorials and short-cuts visit our New To Computers page at:

[www.fairshake.net/new-to-computers](http://www.fairshake.net/new-to-computers)

 <b>New</b> – Create a new document like a blank sheet of paper.  <b>Open</b> – Open a saved project - something you already worked on.  <b>Save</b> – Save your progress on this project. We recommend you often save.	 <b>Common style type</b> – You can set common style types that you like and then add them to any selected text by choosing them from the drop down menu. Default/Normal would be common paragraph formatting while Heading1 or Heading2 might introduce sections or important paragraphs as their titles.
 <b>New / Write</b> – This is the button you use to start a new message. When you arrive in your email you are in the reading portion, use this button if you would like to create a new email.  <b>Write</b>	 <b>Font</b> – Fonts change the way your letters look. There are hundreds of fonts, most people choose from one of the fonts displayed in these icons because they are professional and are easy to read.
 <b>Print</b> – Start printing your document on the default printer.  <b>Print Preview</b> – View what your document will look like on paper and also view more printing options.	 <b>Text Size</b> – By selecting text and choosing a number within this list you can make your text larger or smaller.
 <b>Cut</b> – Remove selected object or text from the document and keep it ready to paste somewhere.  <b>Copy</b> – Copy selected object or text and keep it ready to paste somewhere.  <b>Paste</b> – Paste the most recent cut or copied object/text.  <b>Copy Formatting</b> – Highlight object or text with a desired format and click this button, then highlight some other object or text you want the format copied to.	 <b>Left Alignment</b> – Pushes all your lines of text as left as they will go.  <b>Center Alignment</b> – Puts the text within a line in the absolute middle.  <b>Right Alignment</b> – Pushes all your lines of text as right as they will go.  <b>Justified Alignment</b> – Spaces all the words within a line to fill the whole line.
 <b>Undo</b> – Undo the previous action. This can usually be done a few times.  <b>Redo</b> – Redo action previously undone. This can be done as many times as you used the Undo feature.	 <b>Numbered List</b> – Start a list or turn selected text into a list. When you press the enter / return key a number will appear in front of the next list item.  <b>Bulleted List</b> – Start a list or turn selected text into a list. When you press the enter/return key a number will appear in front of the next list item.
 <b>Insert Hyperlink</b> – Add a link to your document that will open in an internet browser. Be ready with the address ( <a href="http://www.address.com">http://www.address.com</a> ), highlight what you want to link and press the button. Insert the link and click <i>ok</i> or <i>apply</i> . 	 <b>Bold</b> – Use the style <b>Bold</b>  <b>Italics</b> – Use the style <i>Italics</i>  <b>Underline</b> – Use the style <u>Underline</u> You can combine any or all of these styles.
 <b>First Line Indent</b> – Location to indent the first line within a paragraph.  <b>Hanging Indent</b> – Location to indent all lines within a paragraph after the first line while leaving the first line unaffected.	 <b>Decrease Indent</b> – Pull selected paragraph to the left.  <b>Increase Indent</b> – Push selected paragraph to the right.
 <b>Spell Check</b> – Check the document for spelling errors. If there is more than one button then you can use the second one to turn on / off the red line under misspelled words.	 <b>Text Color</b> – Change the color of selected text or text you are about to type.  <b>Highlight Color</b> – Change the color behind the selected text or text you are about to type.
 <b>Attach Files</b> - Sometimes you want to send another document or photo along with your message. Do this by clicking the attachment button and finding the file/image. 	 <b>Find / Search</b> - Use key words from within the subject or body of an email to find emails within your folders quickly. When you search you will get a list of emails that all contain the word(s) you entered. 
 <b>Line Spacing</b> – Increase or decrease the amount of space between lines.	 <b>Add Photo / Image</b> - Add an image to your message. Click the button and then locate your image.

# Welcome to the Wonderful World of Mathematics!

By Jason O'Malley <https://bridgegap.biz/>

Buckle up...because on this journey you will experience thrilling feats of mental acrobatics; you will endeavor to go to places no human has ever gone before; and you will discover a world that you create!

While we know that the language of math includes relationships in nature through science and income through business ventures, did you know that mathematics, and specifically algebra, will help you reason your way through life? Yes, mathematics is a lens through which you can view the world.

**Count** on math to help you identify when an argument is on the right

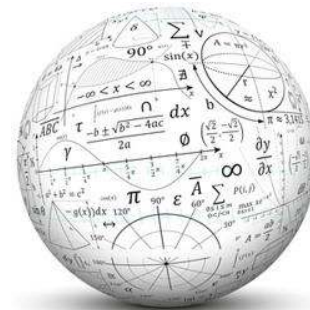
A few examples of math for **everyday living**:

- Budgeting
- Manage and grow savings
- Manage credit
- Carpentry and hobby projects
- Vehicle modification

path, or when you need to call bull\$#!t when it doesn't **add up!**

You can pursue a math-based career in a **Science, Technology, Engineering, or Mathematics (S.T.E.M.)** field.

With your mathematics and life experiences, you can hone your intuition to investigate and develop the world around you. If you can imagine it, you can use your math tools to create the infrastructure for the new tomorrow. Envision yourself being the next human being to see the world differently than anyone before you! Through programming, you can literally create the cyber



world, while a strong math base will also help you to develop the mindset needed to examine complex social issues through economics, psychology, and other social sciences.

And with the power of mathematics at your disposal, you may be the one to invent the next society-changing technology or design a architectural feat of engineering!



Many of us know someone who is very good at staying ahead of bills, with extra money to spend. What we might not have realized is that underlying their uncanny ability to seem "rich", their mathematical thinking helped them navigate through budgeting and saving. They continuously add to, and subtract from, a running total that they hold in their mind - or in a ledger. Every financial decision they make has this total in mind.

If your goal is to learn math well enough to make great decisions

about money, then go get it: first, the math training; then, the \$\$\$! Ok, **entrepreneurs**, I know y'all are definitely thinking about them numbers! It is literally your business to think mathematically. Everything from your start-up costs, to your break-even point, to your profit and loss, has you thinking in terms of math. Mathematics will help you make decisions to be more effective and efficient in your organization. Your strength in mathematics will help you to create your marketing budget and increase your profits. It will help you determine how many employees you should hire and how

much you should invest in equipment to help your business flourish! These examples only scratch the surface of the numerous ways in which this powerful tool can be utilized. If you want to delve deeper into the power of math, try to find instructors proficient in the "coach approach" – or learning through questioning to draw forth deep level epiphanies - to help you become fluent in thinking and speaking mathematics. You will never regret knowing something as essential to the economy that we operate in. In fact, you will thrive in navigating the great maze of today's world!

## About the Author - Jason O'Malley:

With over 20 years of experience teaching mathematics – many within a prison setting - Jason has honed his craft using the "coach approach". His experience started at the age of 15, when he helped his mother get her G.E.D. He has experience with university-level mathematics, also: college algebra, calculus, and statistics.

Jason holds a number of certifications: As a Life Coach through the Institute for Life Coach Training; as a teacher's aide through the US Department of Labor; as a facilitator through the Facilitator Awareness and Competency Training System, Alternatives to Violence Project (AVP) and Offender Workforce Development Specialist (OWDS).

Finally, Jason believes that by embodying optimism and hope, he can help others see that circumstances do not have to define who we are: "We define who we are by the choices we make. So, be intentional and choose well."



## Improve Your Credit Score!

It's amazing how many things today rely on our credit scores. We expect a bank to be interested in our credit when we are looking to borrow money, or credit card companies when we are looking for credit, but did you know all of these organizations can look at your credit information?

- Lenders
- Insurance companies
- Landlords
- Credit card companies
- Employers (only with your written consent)
- Organizations considering your application for a government license or benefit
- State or local child support enforcement agencies
- Government agencies
- Other organizations you've initiated business with

If your credit score is not where you would like it to be, here is one way to build credit:

### **Secured Credit Cards**

Secured Credit Cards can help you build credit by helping you learn to feel comfortable using a credit card while you carefully manage your spending. They require a cash deposit which becomes the credit line for your account. You will probably need at least \$200 to open a secure credit card account.

By making your payments on time, and meeting the minimum payment requirements, you begin to build credit history. Your monthly statements are then reported to consumer credit reporting agencies and in this way you begin to shape your credit profile.

It may take a while to build your credit back to a place where you can borrow money, but with patience, dedication and perseverance, it is possible!

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

# 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*



# EDUCATE YOURSELF!

Once you have learned to ask questions - relevant and appropriate and substantial questions – you have learned how to learn and no one can keep you from learning whatever you want or need to know.

- Neil Postman

You either learn your way towards writing your own script in life, or you unwittingly become an actor in someone else's script.

- John Taylor Gatto

College Correspondence Courses: Be sure to ask about the Pell Grant!

## Adams State University

Correspondence Education Program  
208 Edgemont Blvd., Suite 3000  
Alamosa, CO 81101  
719-587-7671

<https://www.adams.edu/academics/print-based/prison-college-program/>

Free non-credit courses!

## College Guild

P.O. Box 696  
Brunswick, ME 04011

## Colorado State University-Pueblo

### Division of Extended Studies

2200 Bonforte Blvd  
Pueblo, CO 81001-4901  
719.549.2100  
[csupueblo.edu/extended-studies](http://csupueblo.edu/extended-studies)

## Ohio University Correctional Education

Haning Hall 102  
1 Ohio University Dr.  
Athens, OH 45701  
800.444.2420  
[ohio.edu/online/programs/print/correctional](http://ohio.edu/online/programs/print/correctional)

## Freshman Year For Free!

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

MODERN STATES

MODERN STATES and the CLEP exam - Modern States' program: Freshman

Year For Free, is intended to let students earn up to one year of college credit without tuition or textbook expense. They provide recorded courses, and the cost of testing, using CLEP exams (see below). Free to all who qualify! You can start studying for the courses below now!



**Get college credit with what you already know!**

**CLEP** offers 33 exams in five subject areas at over 1,800 college test centers, covering material generally taught in the first two years of college. By passing a CLEP exam, you can earn 3 to 12 college credits. Exams cost \$80. There are text exams for you to use to prepare.

## College-Level Examination Program (CLEP)

P.O. Box 6600  
Princeton, NJ 08541-6600  
Phone: 800-257-9558 or 212-237-1331

[clep.collegeboard.org](http://clep.collegeboard.org)

### List of CLEP Exams: Match with OpenCourseWare Classes!

American Literature  
Analyzing and Interpreting Literature  
College Composition and Modular English Literature  
Humanities Foreign Languages  
French Language (Levels 1 and 2)  
German Language (Levels 1 and 2)  
Spanish Language (Levels 1 and 2)  
History and Social Sciences  
American Government  
Human Growth and Development  
Intro to Educational Psychology  
Introduction to Psychology  
Introduction to Sociology  
Principles of Macroeconomics  
Principles of Microeconomics  
Social Sciences and History  
History of the United States I: Early Colonization to 1877  
History of the United States II: 1885 to the Present

Western Civilization I: Ancient Near East to 1648  
Western Civilization II: 1648 to the Present  
Science and Mathematics  
Biology  
Calculus  
Chemistry  
College Algebra  
College Mathematics  
Natural Sciences  
Pre-calculus  
Business  
Financial Accounting  
Introductory Business Law  
Information Systems and Computer Applications  
Principles of Management  
Principles of Marketing

THE FAIR SHAKE WEBSITE ALSO LISTS MANY FREE ONLINE LEARNING OPPORTUNITIES!



# MODERN STATES Freshman Year Free™!!!

## MODERN STATES + CLEP exam

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' 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 is partnering with edX, the leading online learning platform founded by Harvard and MIT. Modern States has given edX the money to complete the development of more than 30 high quality freshman college courses, taught by some of the world's leading universities and professors. Each course includes online lectures, quizzes, tests, and other features. Textbooks and materials will also be provided online, free of charge.

The courses are designed to prepare students for the major "Advanced Placement" (AP)\* or "College Level Examination Program" (CLEP)\* tests offered by the College Board, including subjects such as History, Computer Science, Math, English and Economics.

According to the College Board, more than 2,000 traditional colleges and universities already offer credit to students who pass AP and CLEP tests. Students can take one course or many courses from Modern States, and then – by passing the AP or CLEP exams – can begin with up to a full year's worth of credit after they enroll in traditional college, making Modern States an "on-ramp" to college. Modern States hopes to provide links for students to tutoring, mentoring and college advising groups as well.

## Modern States

787 Seventh Avenue 49th Floor  
New York, New York 10019

### Open to Everyone

In short, Modern States works like a global digital public library of great college courses. Enrollment in Modern States courses will be "massively open" to all people without regard to age, location, family income, nationality, prior credits or other factors. The courses may also provide a critical "road back" for students who have left the traditional US college system. Modern States is not in opposition to any traditional college and recognizes that a four-year residential experience at an established university is the preferred alternative. However, such an opportunity is out of reach for many people, given the high cost of tuition and other factors.

Modern States was initially conceived and funded by businessman and philanthropist Steve Klinsky (the CEO of Modern States), but has grown as an alliance with the guidance and support of other education and foundation leaders. College systems with over two million students have affiliated with Modern States Education Alliance, including systems in New York, Texas, Ohio, Indiana and Tennessee.

Working closely with Klinsky is Pulitzer Prize winner David Vise, Executive Director of Modern States. The author of four books, Vise was a reporter at The Washington Post for more than 20 years before joining the investment firm New Mountain Capital as a Senior Advisor.

Modern States is a philanthropy intended to increase global access to high quality education and seeks to partner with others who share its goals.

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



As of this writing, CLEP tests are not offered in prisons.

***Let's change that!***

## Find A Job

Finding employment is one of the top priorities of most people in society. Finding employment after incarceration is not only pivotal for reentry success, it can also be a requirement for parole or a halfway house.

It is important to find satisfaction in our jobs, but sometimes we must temper our wishes with our needs.

When we have to take a job that we are not excited about now, we can leverage the feelings of dissatisfaction to push us toward whatever it is that we need to do to find satisfaction. These things may include: submitting applications for jobs that we really want but may not be available now, or trying to work in an organization that has a similar philosophy to our own so we can move within the organization to a job that is more fulfilling, or perhaps we need to get the education required for certain positions, or maybe what we really want is to start our own business but need to work a 'day job' until our idea provides enough income for us to thrive.

Knowing there are many avenues to employment, Fair Shake offers several ways for you to engage within our website.

**Remember: most jobs get filled without ever being listed on a website!**

When searching for employment, remember to consider what it is you want to do. What type of business would you like to work in, and in which positions do you think you would do well? What kind of jobs might you enjoy doing? Keep your eyes on the prize! Even if you must work in a job you don't care for now, remember that you are building character, patience, tolerance and REFERENCES. The image to the right is what our "Get A Job" page looks like today. This page, like all pages on the Fair Shake website, is constantly evolving. Please let us know what you think!


## Fair Shake Employment Pages

Find a Job

### Find a Job (or Start Your Own Business)

#### Job Search Engines

All search engines available online only


[job-applications.com](http://www.job-applications.com)


#1 Independent Online Job Application Website

We offer links to online application pages and printable job application forms from our comprehensive database. We feature information on 1,500 popular companies in major industries such as fast food, retail, grocery stores, hotels and restaurants. Each company listed has a page which includes company history, service offered and common job opportunities. <https://www.job-applications.com/>

#### Way Up

<https://www.wayup.com/>

We feel strongly that opportunity belongs to all, and that an individual should never be limited by their economic status, race, sexual orientation, gender, who you know, where you went to school, or where you're from.



#### glassdoor

<https://www.glassdoor.com/>

Glassdoor is one of the fastest growing jobs and recruiting sites. It holds a growing database of millions of company reviews, CEO approval ratings, salary reports, interview reviews and questions, benefits reviews, office photos and more. No other site allows you to see which employers are hiring, what it's really like to work or interview there according to employees, and how much you could earn.

#### Jobs for Felons Hub

<http://jobsforfelonshub.com/>

A resource website created by a few folks who have personally watched their loved ones struggle to get a job due to having a felony. They share their free reentry employment guide here. Check out their website or their Facebook page for more information! <http://jobsforfelonshub.com/start-here/> or Facebook: <https://www.facebook.com/jobsforfelonshub>




#### Successful Release

We have personally contacted each company for information regarding jobs for felons. <https://successfulrelease.com/jobs-for-felons/>

Guide to Finding a Job Through Networking <https://successfulrelease.com/who-hires-felons-where-to-network-to-find-jobs-for-felons/>

#### Formerly Incarcerated College Graduate Network

<https://www.ficgn.org/job-leads> Discover career-related jobs that welcome formerly incarcerated applicants and see the value in your lived experience.




#### Jobline

Toll-Free Number: 1-800-414-6748 If you are looking for employment, Jobline is a free public service available on the telephone 24 hours a day, 7 days a week. New jobs are listed on the system each day, and jobs that are filled are removed. All that is required is a touch-tone telephone to establish your personalized job-search profile. The system is designed for you to use each day during your job search.

#### USA Jobs

An official website of the United States government <https://www.usajobs.gov/>



O\*Net  
Occupation Search! <https://www.onetonline.org>


All of these websites have thousands of jobs available at different employability levels:

Indeed.com Simplyhired.com Monster.com Linkedup.com

#### Non-profit Job Search Engines:

##### Idealist

[www.idealst.org](http://www.idealst.org) Jobs, Internships and Volunteer Opportunities (that can sometimes turn in to jobs...)



##### Jobs That Help


<https://www.jobsthathelp.com/>

WISCONSIN JOB SEEKERS! Looking for a meaningful career that makes a positive difference in your community? Whether you are an experienced professional or an enthusiastic newcomer, you have come to the right place!

##### Encore


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

Jobs for people 50+ yrs of age



##### Philanthropy News Digest

Philanthropy News Digest: all levels of non-profit jobs. <http://philanthropynewsdigest.org/jobs>




##### GIGS: Single or multiple day opportunities

For an interesting temp option, you can check out the Craigslist in your area under 'Gigs'. You'll find opportunities that include moving furniture, doing yard work for a few hours, car dismantling, CDL temporary jobs, staff for weekend events, handyman, cleaning, carpentry, welding, electrical, plumbing, painting, brand ambassadors (reps) and much more. Many of these gigs have opportunities that can turn into jobs.

Keep the author's intent in mind when searching on Craig's list. Beware that some listings are quite sketchy...

<https://newyork.craigslist.org/>



##### Start Your Own Business

It's not easy, but for the creative, courageous and tenacious, it's often the right thing to do. Here are a few documents to help you get started.

From the Small Business Administration  
Business Plan Template

#### Gary's Job Board: Truck Drivers wanted!

Gary can find you a better truck driving job, with or without a CDL.

Website: <http://www.garysjobboard.com/>

More information about trucking / driving jobs:  
<https://www.fairshake.net/employment-trucking-driving-jobs/>


#### Prepare For Work!

[www.fairshake.net/prepare-for-work/](http://www.fairshake.net/prepare-for-work/)

- Resume Writing Ideas
- Letter of Explanation
- Prepare For Your Interview
- ... and much more!

#### Employer Support

Give employers tools and information to help them hire you.



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


#### Bonding, WOTC, and EEOC filers

- You are bondable
- Federal Bonding Filer
- Work Opportunity Tax Credit Filer
- Equal Employment Opportunity Commission: Background Checks
- More on Background Checks: What Applicants Need to Know
- Formerly Incarcerated Individuals' Job Restrictions (US and Wisconsin) Created by the WI-DDC

#### US Department of Labor CareerOneStop

Formerly Incarcerated Reemployment

<http://www.careeronestop.org/ExOffender/index.aspx>



Watch The Video!

1-877-348-0502 TTY: 1-877-348-0501

Career OneStop Locations:

Alabama Louisiana Ohio



## Prepare For Work

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

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


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

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

They want to know that you care. That you will be a good listener and team member, if you can embrace the company culture, learn, follow through and get things done. They want to know that you are interested and motivated.

### Prepare for Work

Everyone prepares for work in a different way. Fair Shake offers many tools for you to use in the way that you choose to prepare for temporary jobs or long-term careers.



**O\*Net**  
Occupation Search! <https://www.onetonline.org>

#### The Resume Writing Academy

[www.resumewritingacademy.com](http://www.resumewritingacademy.com)

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

- Resume Examples
- Top Tips & Techniques for Writing Best-in-Class Resumes
- Free 78-minute resume writing audio webcast with printable handouts.
- Best Resumes and Letters for Ex-Offenders

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

**Raw Resume**

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

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

Discussing Your History in the Interview

- Discussing Criminal History in the Interview

#### Other Employment Support

**Jails to Jobs**

[http://www.jailstojobs.org/html/help\\_with\\_new\\_entry.html](http://www.jailstojobs.org/html/help_with_new_entry.html)

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

#### Livecareer.com

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

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

#### how2become.com

How2become.com offers a resource guide that provides detailed insight into how to answer certain questions, body language and more.

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

#### Fair Shake Employment Documents

Available Offline and Online

- Employment Tips
- Resume Guide
- Interview Tips
- Interview Questions for You to Ask
- Sample Interview Questions
- Computer and Internet Tips
- Letter of Explanation
- Functional Resume Example
- Accomplishments and Skills Worksheet
- Employer Support
- Resume Examples
- Favorite Verbs for Your Resume
- Sample Employment Application
- Cover Letter | Thank You Letter
- Self Employment

#### Bonding, WOTC, and EEOC fliers

- You are bondable | Federal Bonding Flier
- Work Opportunity Tax Credit Flier
- Equal Employment Opportunity Commission: Background Checks
- More on Background Checks: What Applicants Need to Know
- Formerly Incarcerated Individuals' Job Restrictions (US and Wisconsin) Created by the WI-DOJ

#### Start Your Own Business

It's not easy, but for the creative, courageous and tenacious, it's often the right thing to do. Here are a few documents to help you get started.

- From the Small Business Administration
- Small Business Administration: Start A Business!
- From the Consumer Information Center: Planning and Goal Setting for A Small Business
- Minding Your Own Business
- How to Write a Business Plan
- From the Fair Shake Reentry Packet
- Self Employment

#### US Department of Labor Career Onestop

**Formerly Incarcerated Reemployment**

<http://www.careeronestop.org/ExOffender/index.aspx>

**Watch The Video!**

1-877-348-0502 TTY: 1-877-348-0501

**Career Onestop - Locations:**

Alabama	Louisiana	Ohio
Alaska	Maine	Oklahoma
Arizona	Maryland	Oregon
Arkansas	Massachusetts	Pennsylvania
California	Michigan	Rhode Island
Colorado	Minnesota	South Carolina
Connecticut	Mississippi	South Dakota
Delaware	Missouri	Tennessee
Florida	Montana	Texas
Hawaii	Nevada	Vermont
Idaho	New Hampshire	Virginia
Illinois	New Jersey	Washington
Indiana	New Mexico	West Virginia
Iowa	New York	Wisconsin
Kansas	North Carolina	Wyoming
Kentucky	North Dakota	

#### Career Onestop

Put together a successful job search with resources on resumes, interviewing, networking and finding job openings.

<https://www.careeronestop.org/JobSearch/job-search.aspx>

Everything in this section available Online Only

- America's Service Locator** connects individuals to employment and training opportunities available at local American Job Centers. [www.ServiceLocator.org](http://www.ServiceLocator.org)
- America's Career InfoNet** occupation and industry information, salary data and career exploration assistance. [www.CareerInfoNet.org](http://www.CareerInfoNet.org)
- mySkills myFuture** helps career changers find new occupations to explore. [www.mySkillsmyFuture.org](http://www.mySkillsmyFuture.org)
- Veterans ReEmployment** is a one-stop website for employment, training, and financial help after military service. [www.CareerOneStop.org/ReEmployment/Veterans](http://www.CareerOneStop.org/ReEmployment/Veterans)

#### About The Fair Shake Personal Web Page

Personal Web Page Example

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

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

#### National Resources and Information

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

<http://community.ncdo.gov/forums/p/46711/85165>

- Federal Bureau of Prisons Employment Information Handbook
- Background Checks - EEOC

#### Veterans Employment Assistance: The Transition Assistance Program (TAP)

was established to meet the needs of veterans during their period of transition into civilian life by offering job-search assistance and related services. The guide books below were created specifically to support you by applying



## FREE BOOKS PROGRAMS!

This list was created on 9/23/21. If you find that some of the programs are no longer available, would you please let me know? Thanks! ~ sue Fair Shake, PO Box 63, Westby, WI 54667

### California

Pages and Time  
PO Box #66583  
Los Angeles, CA 90066  
Serves: Libraries at  
Wasco/Delano State Prisons  
and Chino Women's Prison

Prison Library Project  
586 West First Street  
Claremont, CA 91711  
Serves: All US states  
Except: MA

### Connecticut

Connecticut Prison Book  
Connection  
P.O. Box 946  
Rocky Hill, CT 06067-0946  
Serves all states

### District of Columbia

DC Books to Prisons Project  
PO Box 34190  
Washington, DC 20043  
Serves: state and federal  
prisoners in 34 states, and  
federal prisoners in Arizona.  
With the exception of DC  
residents in federal prisons,  
Except: CT, FL, IL, MA, ME,  
MI, NH, NJ, NY, OR, PA, RI,  
VT, WA, or WI.

### Florida

Open Books Prison Book  
Project  
1040 N. Guillemard St.  
Pensacola, FL 32501  
Serves: FL only

### Illinois

Chicago Books to Women in  
Prison c/o RFUMC  
4511 N. Hermitage Ave.  
Chicago, IL 60640

Serves: women and trans  
people in the BOP and in these  
state prisons in AZ, CA, FL, IL,  
IN, KY, MS, OH

Haymarket Books  
P.O. Box 180165  
Chicago, IL 60618  
Serves: entire US. The only  
info they need is your full  
mailing address and a sense of  
what kind of books they are  
interested in reading.

Liberation Library  
@ In These Times  
2040 N Milwaukee Ave  
Chicago, IL 60647  
Serves youth Illinois youth  
prisons and select jails

Urbana-Champaign Books to  
Prisoners Project  
UC Books to Prisoners  
Box 515 Urbana IL 61803  
Serves: Illinois

### Indiana

Midwest Pages to Prisoners  
Project  
PO Box 1324  
Bloomington, IN 47402  
Serves: AR, IA, IN, KS, MN,  
MO, ND, NE, OK, and SD

### Kentucky

Louisville Books to Prisoners  
McQuixote Books & Coffee  
Attn: Louisville Books to  
Prisoners  
1512 Portland Ave #1  
Louisville, KY 40203  
Serves: KY and VA

### Louisiana

Louisiana Books 2 Prisoners  
3157 Gentilly Blvd. #141  
New Orleans, LA 70122  
Serves: AL, AR, LA.

### Massachusetts

Great Falls Books Through  
Bars  
PO Box 391  
Greenfield, MA 01302  
Services US, except MA

Prison Book Program  
c/o Lucy Parsons Bookstore  
1306 Hancock St, Suite 100  
Quincy, MA 02169  
Serves: All US states Except  
CA, IL, MI, MD, NV, and TX

### Minnesota

Women's Prison Book Project  
3751 17th Ave S  
Minneapolis, MN 55407  
Serves: All US states  
Except: CT, FL, IL, IN, MA, MI,  
MS, OH, OR, and PA

### Mississippi

Big House Books  
PO Box 55586  
Jackson, MS 39296  
Serves: Mississippi only

### Missouri

Missouri Prison Books  
Program  
438 N. Skinker Blvd  
St. Louis, MO 63130  
Serves: MO

### New Jersey

Books Behind Bars  
PO BOX 2611  
Wildwood, New Jersey 08260  
Serves: NJ only

**New York**

NYC Books Through Bars  
c/o Bluestockings Bookstore  
116 Suffolk Street  
New York, NY 10002  
Serves: All US states  
Except: AL, FL, LA, MA, MI,  
MS, NC, OH, and PA, NY.

**North Carolina**

Asheville Prison Books  
Program  
67 N. Lexington  
Asheville, NC 28801  
Serves: NC, SC

Prison Books Collective  
PO Box 625  
Carrboro, NC 27510  
Serves: men in NC

Saxapahaw Prison Books  
347 S Main St  
Burlington, NC 27215  
Serves: GA and NC

Tranzmission Prison Project  
PO Box 1874  
Asheville, NC 28802  
Serves: LGBTQ nationwide

**Ohio**

Athens Books to Prisoners  
30 1st Street  
Athens, OH 45701  
Serves OH

**Oregon**

Rogue Liberation Library  
PO Box 524  
Ashland, OR 97520  
Serves: AZ, CA, CO, ID, MT,  
NV, NM, OK, OR, TX, UT, WA,  
WY and the BOP nationwide.

**Pennsylvania**

Book 'Em  
PO BOX 71357  
Pittsburgh PA 15213  
Serves: PA only  
Books Through Bars

4722 Baltimore Ave  
Philadelphia, PA 19143  
Serves: PA, NJ, NY, DE, MD,  
VA, and WV

**Rhode Island**

Providence Books Through  
Bars  
42 Lenox Ave  
Providence, RI 02907  
Serves: All US states  
Except: AL, AR, FL, IL, KY, LA,  
MA, ME, MS, NY, NC, OH, PA,  
SC, WA, WI

**Tennessee**

Tennessee Prison Books  
Project  
P.O. Box 22846  
901 Broadway  
Nashville, TN 80202  
Serves: TN only

**Texas**

Inside Books  
P.O. Box 301029  
Austin, Texas 78702  
Serves: TX only

**Vermont**

Vermont Books to Prisoners  
PO Box 234  
Plainfield, VT 05667  
Serves: New England states

**Virginia**

Books Behind Bars  
Friends of the Jefferson-  
Madison Library  
attn: Books Behind Bars  
1500 Gordon Ave.  
Charlottesville, VA 22903  
Serves: VA only

**Washington**

Books to Prisoners  
92 Pike St. Box A  
Seattle, WA, 98101  
Serves: US, except CA + MA

**Lopez Books**

P.O. Box 327  
Lopez Island, WA 98261  
Serves: WA and AK only

**West Virginia**

Appalachian Prison Book  
Project  
PO Box 601  
Morgantown, WV 26507  
Serves: KY, MD, OH, TN, VA,  
WV

**Wisconsin**

LGBT Books to Prisoners  
1202 Williamson St.  
Madison, WI, WI 53703  
Serves: LGBTQ prisoners in all  
states Except TX

Wisconsin Books to Prisoners  
c/o Social Justice Center  
Incubator  
1202 Williamson St #1  
Madison, WI 53703  
Serves: WI only

**Free Magazine Subscriptions**

The Sun Magazine  
An award-winning, ad-free  
magazine of interviews,  
essays, fiction, poetry, and  
photography. They offer free  
subscriptions to incarcerated  
individuals. To request a free  
subscription, write to:

The Sun Customer Service  
P.O. Box 323  
Congers, NY 10920

The Militant  
A socialist newsweekly.  
Subscriptions for prisoners are:  
\$6 for six months. Prisoners  
without funds can get a free  
six-month subscription upon  
request. Write to:

The Militant  
306 W. 37th St. 13th Floor  
New York, NY 10018

## Computer and Internet Tips

### Windows Short Cuts:

(work for PC's but not Mac's)

1. **CTRL+A** - Select all content
2. **CTRL+ B** – Bold
3. **CTRL+C** - Copy file or content
4. **CTRL+ I** – Italicize
5. **CTRL+ P** – Print
6. **CTRL + S** - A great “quick save” for a document or spreadsheet
7. **CTRL+ U** – Underline
8. **CTRL+ V** - Paste file or content
9. **CTRL+ X** - Cut file or content
10. **CTRL+ X** - Cut file or content
11. **CTRL+ Z** - Undo; like the ‘back’ arrow
12. **Windows Logo + D** - Minimizes all open windows and displays the desktop
13. **ALT+TAB** - Shuffle through open programs
14. **TAB** - Use tab as a quick way to move around forms (including username/password entries). It's quicker than the mouse!

### Search Engine Quick Tips

Here are some of the more frequently used search engines available. They are quite different from each other, so take a little time to see the value of each one ~

[Ask.com](#), [Google](#), [Yahoo! Search](#), [Craigslist](#), [Monster.com](#), [Metacrawler](#), [WebCrawler](#), [AltaVista](#)

And here are some tips for quick and accurate searching:

- Use six to eight key words, preferably nouns.
- Most users submit only one or two key words per search, which is not enough for an effective query.
- Avoid verbs. Use modifiers if they help define your object more precisely, e.g. “feta cheese” rather than just “cheese.”
- Spell carefully, and try alternative spellings.
- “and” or “+” between key words means: “I want only documents that contain both or all words

### Tips for Qualifying Internet Sources

Be sure to check:

1. Authority -- Who owns/operates the server/site? Where is it located?
2. Coverage -- Is the material relevant?
3. Objectivity and Accuracy -- How accurate, objective, balanced is the site?
4. Currency -- Is the information up to date?

Some of the clues you will find at the end of a URL are:

URL	STANDS FOR	URL	STANDS FOR
.org	Non-profit organization	.state .us	State or Local Government
.gov	Government (State, Federal, Local)	.edu	Educational (School or College)
.museum	Museum	.biz	Business
.info	Informational	.com	Commercial
.coop	Business Cooperative	.pro	Professional
.aero	Aviation	.net	Personal page from a private net provider
/users	Personal page from a private net provider	/members	Personal page from a private net provider
~name	Personal page from a private net provider	.name	An individual's web address

(~ is pronounced "tilde") (Warning: some non-profit groups are not harmless.)

## Online surfing tips

Many of us have fallen prey to the mesmerizing internet... Searching and searching as questions and desires come faster than the answers. The internet is such a powerful tool we must use it with conscious caution and go 'controlled crazy'. Here are a few tips to maintain a thread of reality while you are searching and researching ~

1. **Surf when you have TIME to surf.** Getting caught in the Web is like walking by a TV and getting 'sucked in' only worse!
2. **Document where you started.** It's very easy to walk away from a computer after spending several hours following a myriad of leads only to find out you really don't have any useable information. If you are on a 'tangent', stay focused and write down other avenues to explore during another session.
3. **Keep track of time.**

## Email Warnings

1. **Beware of SCAMS. Advice on Scams: Scambusters** <http://www.scambusters.com/> gives information about how to avoid becoming a victim of identity theft, or of frauds such as pyramid selling, or money laundering scams. The **Office of Fair Trading** describes SCAMS as:

**Scheming Crafty Aggressive Malicious**

Their advice is that *"If it looks too good to be true it probably is!"*

1. **Nigerian "419" email fraud:** These are emails from Africa offering to share huge sums of money with you if you let them use your bank to help them get it out of the country. They ask for your bank account details and an administration fee. But it's a scam. If you comply and pay a small administration fee, then there'll be some complication and more money will be requested - again and again. The big money for you will never materialize. At worst you might get an invite to Africa where being held to ransom is a further threat.
2. **Lotteries and Prize Draws:** You may get emails saying you are a winner in an overseas lottery or prize draw and asking for your bank account details so that the cash can be transferred. You may also be asked to send money in order to claim your prize. These are scams.
3. **Phishing:** Many Internet fraudsters use a technique called "phishing" - sending out hoax emails, which look like they have come from your Bank or other online account such as Ebay Paypal. These often say that there has been a problem with unauthorized access to your account, or that you need to reconfirm your details for security reasons. Links in the email would take you to a page that could look like it belongs to your bank, where you will be asked to enter your passwords and personal information. If you followed these instructions and entered your details you would be enabling the fraudsters to access your accounts. It might be safer to use a search engine to find the web site of your bank than a link in an unverifiable email.

## Internet Shopping Safety Tips

[http://www.microsoft.com/protect/yourself/finances/shopping\\_us.msp](http://www.microsoft.com/protect/yourself/finances/shopping_us.msp)



# THE DIFFERENCE BETWEEN FAIR SHAKE AND A PROGRAM

Fair Shake; the Un-Program		Most Programs
Build community	When I receive questions from individuals, I turn to the 4000+ incarcerated newsletter readers to share their suggestions, reflections, ideas, and experiences. Each of us holds a wealth of information! We can look to each other for solutions, critical questions and support.	Programs address one 'need'. They rarely support people outside of that one area and almost never build community between areas and among the incarcerated or formerly incarcerated.
Encourage feelings of agency and self-determination	Fair Shake provides opportunities for people to pursue their own goals. We offer support to everyone to meet their universal human needs, including the need to understand themselves as a person-in-society vs. a person alone.	Many programs are created to address 'criminogenic needs'. Many participants 'go through the motions' to get the certificate or check the box.
Build knowledge base with incarcerated and non-incarcerated alike	I ask incarcerated people what they need to properly reintegrate into society. I share their ideas with all readers...for example, we built our free books, higher education and pen-pal lists through newsletter contributions!	Programs tell people what they must do. They then provide ways to check to see if the participants are doing it. That's how they determine if it 'worked'.
Understanding and addressing complexity	Fair Shake offers a unique blend of interdisciplinary education opportunities Including: building capabilities, helping others, understanding ourselves, ways to collaborate, and leveraging community knowledge to address today's challenges.	Programs mainly focus on fixing or addressing deficits. They target single aspects of a person, not the whole, messy, integrated person-within-community.
Multi-Stakeholder Approach	Fair Shake is the only organization that offers free information for many stakeholder groups; providing a platform for us to all work together to build mutually-beneficial success.	Programs are encouraged to work collaboratively but very few do so without funding that will support it.
Educate and Leverage staff	I share 'best practices' among the state and federal institutions, who have no opportunities to learn from each other. I strongly encourage prison staff to provide tools that returning citizens need for reentry success.	Many programs rely on staff. They rarely, if ever, focus on problem-solving with corrections to improve outcomes or usefulness.
FREE benefits	<ul style="list-style-type: none"> <li>• Free of cost to anyone.</li> <li>• Free software for prisons and jails</li> <li>• DIY: no need for staff or supervision</li> <li>• Free to use and explore as you like!</li> <li>• Free National Resource Directory</li> <li>• Free from data collection and algorithms</li> </ul>	"Free" of financial costs for "Clients", but often paid for by the government to address 'needs'. Many resources are offered on 'referral' basis only.

## Fair Shake Technology Tools

Do you need to learn to use a computer? How to navigate websites? Or just brush up on your skills?

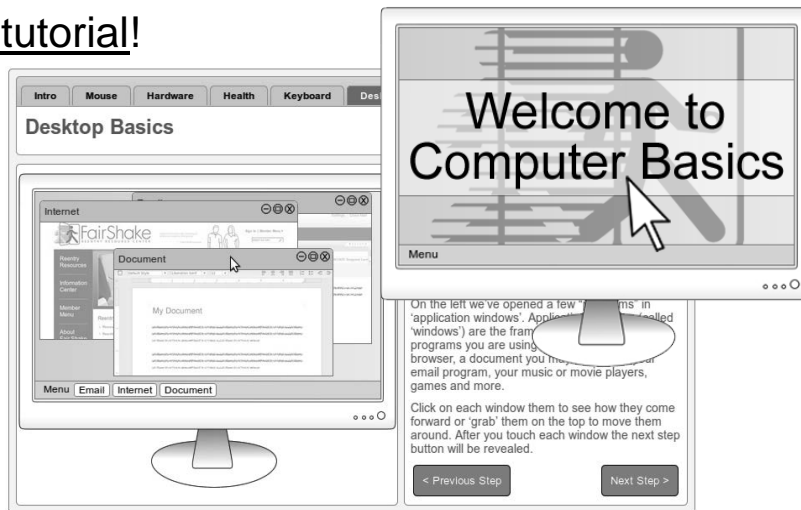
### Check out our Computer Basics tutorial!

We cover these topics:

- Mouse
- Keyboard
- Hardware
- Computers and Your Health
- Desktop Environment

And you will learn these skills:

- Mouse Articulation
- Keyboard Hand Placement
- Creating Files and Folders
- Storing Data
- Healthy Computer Use



### Ready to expand on the basics? We offer more information in these areas:

**Using computers:** Desktop, Program Menus, Recycle/Trash, Keyboard Short Cuts and Printer information.

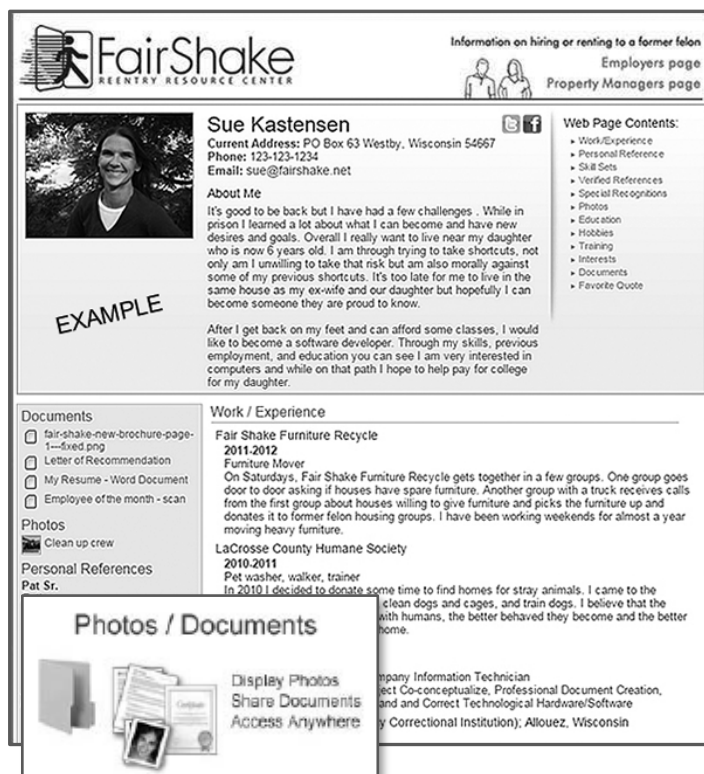
#### **Internet / Storage:**

Internet: Web Browsers, Internet Connection, Fair Shake Technical Tools

Storage: Hard Drive, Internet Storage, Flash Drive

**Software:** Software, Word Processor Programs (to write documents), Spreadsheet Editors (for making a calendar, schedule, budget), In The Cloud Programs, Email Software (including our Shake web mail)

**Be Careful:** Save Your Work, Internet, Downloading, Updating and Uploading



## FREE Personal Web Page!

**Personal Web Page:** Your Personal Web Page is a comfortable environment to disclose the information you would like to share with people you permit to visit. Here you can introduce yourself, list your skills, your education and work history, show your photograph, link to your documents and provide relevant and important information not requested in many job applications.

- ✓ Members differentiate themselves from other applicants!
- ✓ Members share information easily. No need to carry documents; they can be located, downloaded and/or printed from the page.
- ✓ Shows dedication to reentry success and provides a place to demonstrate interest in taking a proactive approach by sharing skills, character traits, and intentions.

# WHERE CAN WE LEARN HOW TO DRIVE A CELL PHONE?!

**wikiHow**



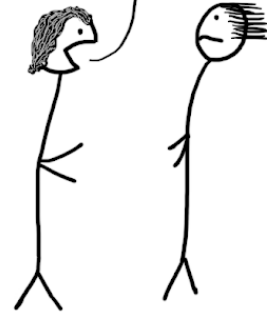
Search: How to Use a Cell Phone

*Don't fall in the  
"Rabbit Hole".  
Use the search bar!*

Search this site



I ENJOYED THAT ARTICLE  
THANKS FOR SENDING



waitbutwhy.com

(When we write in ALL CAPS)

Looking for Guidance? How-To videos?  
You might want to check out

**SUPREME GURU TECH**

[www.youtube.com/c/SupremeGuru/videos](http://www.youtube.com/c/SupremeGuru/videos)

How-To Mania! She'll help you add apps of all kinds! Delete apps of all kinds! iPhone and Android! Plus how to email, change font size, find music, tips and tricks & lots more.

## FAIR SHAKE ON YOUR PHONE

It's an application, but it's not an APP (That's right...you get info while we don't take your iinfo! ~ : )

Search for Fair Shake

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

1

SEARCH

FairShake  
.net

4

*Discover  
Resources  
& Information!*

2

*Zoom In*

*Search  
Through  
Fair Shake*

3

Search

State:

City or

Zip Code:

Within: 5 Miles

Search Resources

Reset

# 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!

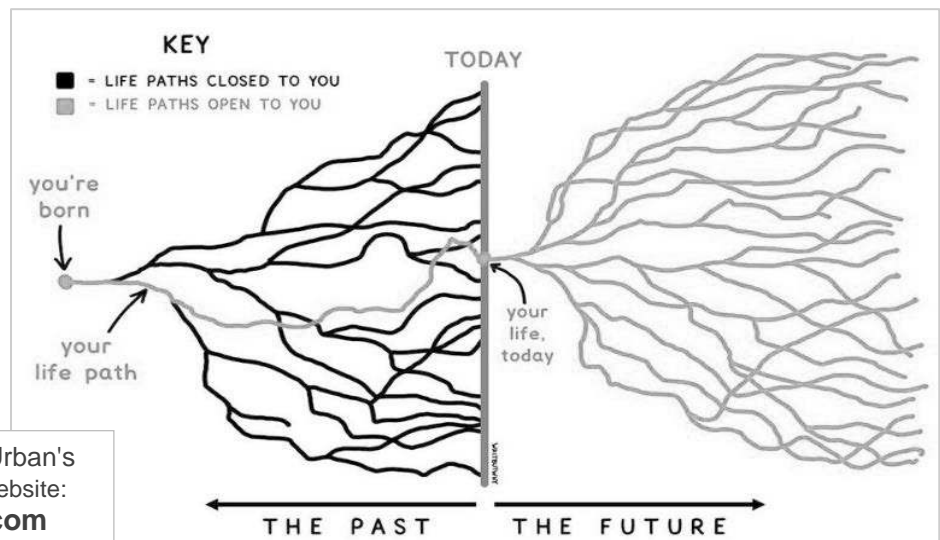


Image from Tim Urban's  
**Wait But Why** website:  
[waitbutwhy.com](http://waitbutwhy.com)

# 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!**

## Introducing the **FREE Personal Web Page** and Member Card!

When a former felon arrives at an interview with a Fair Shake Member Card, employers and property managers can see that s/he has taken additional measures to demonstrate a commitment to successful reentry. The interviewer may then be able to see beyond the 'felon' stereotype to take a deeper look at the applicant through their Personal Web Page.

### Personal Web Page benefits:

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



**FairShake**  
REENTRY RESOURCE CENTER

Information on hiring or renting to a former felon  
Employers page  
Property Managers page

**Alex Wikstrom**  
Print This Page

**ABOUT ME**  
I have been working in kitchens my whole adult life. One year a family member gave me an old computer, once I started using it I found I was talented in it. About 10 years later and married I still learn new things about computers every day and enjoy them because they provide me with education, employment and the ability to contact my family in remote locations! I'm 28 and happily married to my beautiful wife Angela. We plan on having kids some day but for now just love having dogs!

**MY DOCUMENTS**  
Resume.doc

**HOBBIES**  
Hiking  
Programming  
Dog Training  
Reading  
Cooking

**INTERESTS**  
Local History  
Technology  
Programming Languages  
Speaking Languages  
World Culture  
Former Felon Reentry.

**FAVORITE QUOTE**  
When you judge another, you do not define them, you define yourself.  
Wayne Dyer

**EMPLOYMENT**  
Work / Experience History

► **Tungsten Grill**  
Grill Chef  
2002-2004  
My second kitchen. Hard work and being on time moved me from washing dishes, through food preparation and finally to grill chef.

► **Eben Pizza Grill**  
Head Grill/Pizza Chef (Management Position)  
2004-2005  
Temporary work for me after I moved to another state. Hard work with good people, I changed that kitchen by raising the cleaning and prep standards.

**PERSONAL REFERENCES**

**Sue Kastensen**  
Previous Employer  
She is a reference to my computer skills and my work ethic. She can also vouch for my team work skills.

**Brian Wikstrom**  
Father  
My father is a good judge of my character. He knew me growing up, when I got into trouble and also the good space I'm in now. He can tell you I'm a changed man.

**Skills**

► **Restaurant/Cooking skills**  
Grilling, Sauteing, Jullennening, Roasting, Bringing food to temp, Proper cooling, Managing ticket orders, Keeping inventory, Managing staff and their vacation/sick days.

► **Computer Skills**  
Operating system support Windows 2000, xp, vista, 7. Driver management. Clerical/Networking software - Word processing, data management, backup software, virus software. Web Software/Coding - Html, css, javascript, php (LEARNING), mysql, server web-admin panel, vector imaging, photo imaging, and layered imaging.

**Special Recognitions**

► Employee of the month award - Received two, one for kitchen improvements and another for low sick day record at Eben Pizza.

Fair Shake supports employers and property managers directly through stakeholder pages that provide links to bonding programs, tax incentives, vouchers and more.



**Member Card**

**FairShake**  
Supporting Successful Reentry

Fair Shake Member  
**Alex Wikstrom**  
Phone: 123-123-1234  
alexwikstrom@fairshake.net

**Personal Web Page**  
fairshake.net/member/?user=alexwikstrom  
Password: free

For details about the Personal Web Page, please see other side

## Questions from the Personal Web Page

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Fair Shake members can create their own web page at [www.fairshake.net](http://www.fairshake.net)! Membership is FREE for anyone who has spent time in prison or jail.

### **Personal Information**

About Me  
Interests  
Hobbies  
Favorite Quotation

### **Work/Experience** - Add as many as you wish

**Work Experience:** can include employment (paid or not), work you volunteered to do in the prison, or anywhere you committed time and effort to something that includes service to others. Include the name of the organization, your position, time you worked with the organization and a description of the work you did while with them.

**Skill Sets:** include what you can do! Include types of skills and specific skills learned, for instance: if you want to work on a computer and you have the skills, list Computer Skills under type of skill and the programs you are familiar with in the specific skills section.

**Special Recognition:** use this section to list (efforts) where you have been recognized, such as Employee of the Month, Safety Certificate, Most Dedicated, etc. Share any public recognition you are proud of! Please include a description of the recognition.

### **Education** - Add as many as you wish

**Education:** Includes traditional schools, non-traditional schools, workshops and other learning opportunities. Please list type of education, organization where you had the learning experience, time spent in program and also describe what you learned.

**Training:** this includes time spent learning a trade or skill from a knowledgeable person. Include type of training, time spent in learning, and describe what you learned.

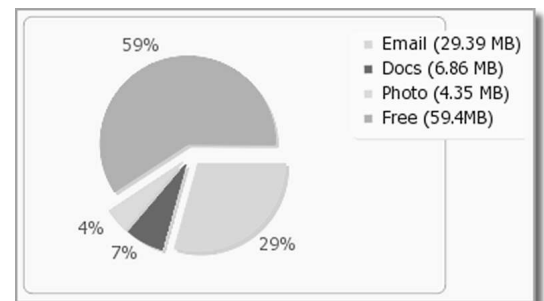
### **Photos and Documents**

Greet visitors to your page with a smile! Share a photo of you spending time with your family or enjoying your favorite hobby. Adding photos to your Personal Web Page is perhaps the most personable aspect of the member area.

Fair Shake members receive 100 MB of storage in their free account. Members can upload as many photos or documents as they please, but the space is shared with email as well.

### **Data Manager**

We have created this unique tool for you to manage your account. You can see what areas take up valuable space and consider removing unnecessary files or emails to make more room. We also teach image- and file-size reduction techniques in our tutorials for space conservation.





**Employment - Employment Services**

West Virginia Bureau of Employment Programs  
P.O. Box 1349  
Charleston, WV 25325  
304-558-0342  
304-558-0349 fax  
<http://www.personnel.wv.gov/Pages/default.aspx>

**Employment - Workforce Development**

1-800-252-JOBS

WorkForce West Virginia is a one-stop center for work force resources, including job opportunities, unemployment compensation, training, tax incentives and labor market information. All of our services are available at 13 comprehensive career centers throughout the state. In addition, WorkForce West Virginia has the largest online database of job seekers and job openings in the state.

<https://workforcewv.org/job-seekers>

**Health - Addiction Recovery**

HELP4WV provides immediate help for any West Virginian struggling with an addiction or mental health issue. Use our searchable database to access more than 1000 resources. You can also talk to one of our helpline agents who can guide you to the right place by calling 1-844-HELP4WV. You can also text 844-435-7498. Depression, anxiety, developmental disorders, addiction (including gambling), and other mental health issues are very treatable. No matter where you live in the state, or what type of insurance you have (even if you have no insurance), you can get help today.

<https://www.help4wv.com/>

**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/west\\_virginia.html](https://www.clinicdirectory.org/state/west_virginia.html)

**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://wv211.org/>

**Employment - Support for anyone with barriers to employment**

Jobs and Hope - DHHR

Office of the Secretary

One Davis Square, Suite 100 East

Charleston, West Virginia 25301

833-784-1385 or 304-583-4008

This program offers support through a statewide collaboration of agencies that provide West Virginians in recovery the opportunity to obtain career training and to ultimately secure meaningful employment. Incentives include job training, transportation assistance, child care assistance and assistance in eliminating all barriers to employment.

<https://jobsandhope.wv.gov/>

**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 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-service/s/what-lifeline>

**Health - Alcoholics Anonymous**

Welcome to AA West Virginia, a state-wide recovery resource devoted to supporting the men and women of West Virginia. AA West Virginia helps individuals struggling with alcoholism find the help they need on a local basis. Discover West Virginia Alcoholics Anonymous meetings per county or city, and take the next step to overcome alcohol addiction.

<https://alcoholicsanonymous.com/aa-meetings/west-virginia/>

**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>

**Shelter - Low Income Housing**

To enrich the lives of families and individuals within our communities by providing opportunities, offering assistance and empowering people to make positive change.

OACAC envisions a community of reduced poverty and improved quality of life for the families and individuals it serves. Subsidizes rent for income-eligible households making it possible for them to live in a home which is decent, safe, sanitary and affordable. It also helps people get connected with the Low Income Home Energy Assistance Program.

104 East Main Street Suite 2

Kingwood, WV 26537

Phone (304) 329-1028

Fax (304) 329-1170

<http://www.ncwvcaa.org/about.html>



## **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.

## **Sample Interview Questions**

The interview is your chance to show an employer your unique qualities and it is also the time you can ask more about the employer, the company culture and the job you are applying for. Before you interview be sure to find out all you can about the company so you understand who they are, and also so the interviewer knows you care.

Interviews can be stressful; the best way to manage that stress is to be prepared. If you are ready to answer the questions below you will be prepared for most of the questions that might come up.

There are many variables that make finding a job even more complicated if you have a criminal record. How much should you disclose and when should you disclose it? How do you explain your criminal record and still land a job? How do you address it during an interview? We explore these questions and more at the end of this document.

### **Possible Interview Questions: About the Job and the Company**

- Why did you apply for this job?
- What experience, skills and characteristics do you possess to do the job?
- Why do you think you are the best person for this job?
- Why should we hire you?
- What have you learned about our company?
- How do you see your role in joining this or any company?
- Describe good customer service.
- Describe handling a challenge with a co-worker
- Are you willing to travel?
- Do you have any limitations that would inhibit you from doing this job?
- How long do you think you would like to be employed by this company?

### **Possible Interview Questions: About You**

- Tell me about yourself.
- What are you passionate about?
- What is your greatest strength? What is your greatest weakness?
- What do you do when you're angry?
- If you know your supervisor is wrong about something, how would you handle it?
- Describe a difficult work situation and how you dealt with it.
- Describe your work style.
- How would you describe the pace at which you work?
- How do you handle stress and pressure?
- Tell me about how you worked effectively under pressure.
- What motivates you? Are you self-motivated?
- What are your salary expectations? (if it is not listed with the job posting)
- What types of decisions are difficult for you? What types are easy?
- If you could relive the last 10 years of your life, what would you do differently?
- If the people who know you were asked why you should be hired, what would they say?
- Do you prefer to work independently or with others?
- Tell me about your ideal work environment.
- How do you evaluate success?
- What are your career goals? How do you plan to achieve these goals?
- Give an example of a goal you reached and tell me how you achieved it.
- Give an example of a goal you didn't meet and how you handled it.
- Give an example of how you set goals and achieve them.
- How do you handle a challenge?



**Possible Interview Questions: Your Work History**

- Tell me about \_\_\_\_ company listed on your resume.
- What were your duties, responsibilities, expectations...for the position and as an employee?
- What challenges did you face? How did you handle them?
- What did you like about this job? What did you dislike about this job?
- What was your biggest accomplishment at this job? At any job?
- What were your favorite and least favorite aspects about the people you worked with, including supervisors?
- What attributes to you like to see in a supervisor?
- What do you expect from a supervisor?
- Tell me a little about your favorite and least favorite supervisor.
- Why did you leave this job? (why did you quit or why were you fired?)
- Have you been in a position when you did not have enough work to do? What did you do with your time?
- Have you made a mistake? How did you handle it?
- Have you ever dealt with company policy you weren't in agreement with? How?
- Have you gone above and beyond the call of duty? If so, how?
- When you worked on multiple projects how did you prioritize?
- How did you handle meeting a tight deadline?
- What do you do when your schedule is interrupted? Give an example of how you handle it.
- Tell me about a difficult situation with a co-worker? How did you handle it?
- Tell me about your experience working with a team.
- Have you motivated employees or co-workers? Tell me about it.
- Give me an example of when you did and when you didn't listen.
- Have you handled a difficult situation with a co-worker? How?
- Have you handled a difficult situation with a supervisor? How?
- Have you handled a difficult situation with another department? How?
- Have you handled a difficult situation with a client or vendor? How?

**Possible Interview Questions: Incarceration**

- Why were you incarcerated?
- What did you learn from that experience?
- Do you have challenges or limitations that could affect your work schedule?
- What have you been doing to prepare for employment since you came home?
- Were you employed or in school when you were incarcerated? If so, tell me about your work. Tell me about your education.

**Illegal questions:**

- What is your age?
- How many children do you have? Are you pregnant?
- How much do you weigh? How tall are you?
- Do you live with anyone? Who?
- Are you married or in a relationship?

**Legal alternatives:**

- Are you over 18 years old?
- Can you lift 60 pounds?
- Is there anything that might interfere with your work schedule?

## Related to Your Criminal Record

An employer may not ask questions about a previous arrest or conviction. They may ask if you have been convicted of specific crimes if they are relevant to the position being applied for. An employer may not refuse employment to someone just because they have a criminal record.

Lisa Pollan, site coordinator at LIFT-DC, says they encourage formerly incarcerated clients to collect "evidence of rehabilitation." This evidence should prove to employers that the client has changed since their offense and is now a responsible member of society. Evidence of rehabilitation can include:

- letters of recommendation from employers or advocates
- proof of training program completion/certificates (including during incarceration)
- participation in a mentoring or support group

For Job Applications, LIFT-DC counsels clients to do the following:

- **Only answer what is asked:** If a question asks if you have been convicted of a felony, you can say no if you only have misdemeanors. If a question asks if you have been convicted of a felony in the last seven years, and you were convicted 10 years ago, answer no.
- **Answer truthfully:** A company may hire ex-offenders but have a policy of terminating anyone who lies on an application.
- **Demonstrate change:** If you answer a question about your record by writing, "Yes, but I got my GED while I was incarcerated," you show that you are educated, focused and want to make positive changes in your life. You can also attach a written explanation of your situation, and proof of your rehabilitation.

Check out LIFT-DC for more tips on interviewing! <http://www.liftcommunities.org/>

## From the National Reentry Resource Center:

<http://www.nationalreentryresourcecenter.org/faqs/employment-and-education#Q8>

## How should job-seekers respond to questions regarding past convictions?

- Acknowledge the previous mistakes in a concise and businesslike way
- mention any relevant skills or interests developed while in prison or prior to entering prison
- reinforce a commitment and an interest in the new job, by stating, for example, "I'm more mature now and my top priority is to work at [company] to use my abilities, focus on the work, and make a fresh start."

Applicants should be familiar with their criminal history to answer accurately specific questions on job applications and in interviews.

## Race/Religion

An employer may not ask you about your religion but it may come up if they ask you what days/times you are available. An employer may not judge you for being a part of any race or religion but may decide not to hire you if you are unavailable for any crucial time for the position you are applying.

## **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

## **Favorite Verbs For Your Resume**

Originally "Our Favorite Resume Verbs" by Wendy Enelow

Accelerate	Collaborate	Differentiate	Expand
Accentuate	Collect	Diminish	Expedite
Accomplish	Command	Direct	Experiment
Accommodate	Commercialize	Discern	Explode
Achieve	Communicate	Discover	Explore
Acquire	Compare	Dispense	Export
Adapt	Compel	Display	Facilitate
Address	Compile	Distinguish	Finalize
Advance	Complete	Distribute	Finance
Advise	Compute	Diversify	Forge
Advocate	Conceive	Divert	Form
Align	Conceptualize	Document	Formalize
Alter	Conclude	Dominate	Formulate
Analyze	Conduct	Double	Foster
Anchor	Conserve	Draft	Found
Apply	Consolidate	Drive	Gain
Appoint	Construct	Earn	Generate
Appreciate	Consult	Edit	Govern
Architect	Continue	Educate	Graduate
Arrange	Contract	Effect	Guide
Articulate	Control	Elect	Halt
Ascertain	Convert	Elevate	Handle
Assemble	Convey	Eliminate	Head
Assess	Coordinate	Emphasize	Hire
Assist	Correct	Empower	Honor
Augment	Counsel	Enact	Hypothesize
Author	Craft	Encourage	Identify
Authorize	Create	Endeavor	Illustrate
Balance	Critique	Endorse	Imagine
Believe	Crystallize	Endure	Implement
Brainstorm	Curtail	Energize	Import
Brief	Cut	Enforce	Improve
Budget	Decipher	Engineer	Improvise
Build	Decrease	Enhance	Increase
Calculate	Define	Enlist	Influence
Capitalize	Delegate	Enliven	Inform
Capture	Deliver	Ensure	Initiate
Catalog	Demonstrate	Equalize	Innovate
Centralize	Deploy	Eradicate	Inspect
Champion	Derive	Establish	Inspire
Change	Design	Estimate	Install
Chart	Detail	Evaluate	Instruct
Clarify	Detect	Examine	Integrate
Classify	Determine	Exceed	Intensify
Close	Develop	Execute	Interpret
Coach	Devise	Exhibit	Interview

These verbs have been generously provided by Wendy Enelow and Louise Kursmark  
Founders of The Resume Writing Academy [www.resumewritingacademy.com](http://www.resumewritingacademy.com)

## **Favorite Verbs For Your Resume**

Originally "Our Favorite Resume Verbs" by Wendy Enelow

Introduce	Organize	Recapture	Solve
Invent	Orient	Receive	Spark
Inventory	Originate	Recognize	Speak
Investigate	Outsource	Recommend	Spearhead
Judge	Overcome	Reconcile	Specify
Justify	Overhaul	Record	Standardize
Launch	Oversee	Recruit	Steer
Lead	Participate	Recycle	Stimulate
Lecture	Partner	Redesign	Strategize
Leverage	Perceive	Reduce	Streamline
License	Perfect	Regain	Strengthen
Listen	Perform	Regulate	Structure
Locate	Persuade	Rehabilitate	Study
Lower	Pilot	Reinforce	Substantiate
Maintain	Pinpoint	Rejuvenate	Succeed
Manage	Pioneer	Remedy	Suggest
Manipulate	Plan	Render	Summarize
Manufacture	Position	Renegotiate	Supervise
Map	Predict	Renew	Supplement
Market	Prepare	Renovate	Supply
Master	Prescribe	Reorganize	Support
Mastermind	Present	Report	Surpass
Maximize	Preside	Represent	Synthesize
Measure	Process	Research	Target
Mediate	Procure	Resolve	Teach
Mentor	Produce	Respond	Terminate
Merge	Program	Restore	Test
Minimize	Progress	Restructure	Thwart
Model	Project	Retain	Train
Moderate	Promote	Retrieve	Transcribe
Modify	Propel	Reuse	Transfer
Monitor	Propose	Review	Transform
Motivate	Prospect	Revise	Transition
Navigate	Prove	Revitalize	Translate
Negotiate	Provide	Satisfy	Trim
Network	Publicize	Schedule	Troubleshoot
Nominate	Purchase	Secure	Unify
Normalize	Purify	Select	Unite
Obfuscate	Qualify	Separate	Update
Obliterate	Quantify	Serve	Upgrade
Observe	Question	Service	Utilize
Obtain	Raise	Shepherd	Verbalize
Offer	Rate	Simplify	Verify
Operate	Ratify	Slash	Win
Optimize	Realign	Sold	Work
Orchestrate	Rebuild	Solidify	Write

## 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

## Cover Letter

Many employers today want to read a letter of introduction, or cover letter, when they review a resume. A cover letter should tell the employer which position you are interested in, why you think you are qualified for the position. Some information in your cover letter may also be on your resume; overlapping information emphasizes skills and characteristics. Read your cover letter carefully, check for spelling, grammar, and punctuation errors, then have another person proofread it one more time before you print it or press 'send'.

January 5, 2012

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

Dear Mr. Wikstrom:

I am interested in the Shipping Manager position advertised in the Westby Times this week. I believe I would be a great fit for this position and welcome the opportunity to talk with you to find out more about the job and your company.

Your Requirements:

- Computer literate; able to learn software programs
- Compare multiple shipping criteria
- Self-motivated
- Friendly; work well with others

My Qualifications:

- I am experienced in shipping with USPS, Fed Ex and UPS and their software programs.
- I understand that each shipper offers different services. I can learn what I need to know for the safe delivery of products to the customer and the most cost-efficient route for the company.
- I enjoy my work and take pride in a job well done. I find this very motivating.
- I encourage you to follow up on my references as I am sure you will see that I am a 'team player' and understand how to recognize company culture and enhance the work environment.

I enjoy playing an important role in enhancing a customers' experience. I also enjoy balancing the technical skills, physical skills and social skills that are required to do a great job in this position. I take pride and ownership in my work and consider the perspective of the customer when packing an order.

My resume is attached for your review. I'm interested in talking with you and learning more about the position and Sun Dog. I read the mission statement and feel I really can get behind it.

Thank you for your time and consideration. I'm looking forward to hearing from you.

Sincerely,

**Signature Here**

Sue Kastensen

For more examples, check out ***Best Resume's & Letters for Ex-Offenders*** by Wendy Enelow and Ronald Krannich, or simply search for 'cover letter examples' in your favorite search engine.

## 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* \*\*\*

## Self-Employment

CAUTION: Entrepreneurship is NOT for the weak!

The idea of owning a business is attractive to many types of people. Some are drawn to 'be their own boss', to work closer to where they live, or to provide a product or service to an area where it is needed. Some people feel they can take more pride in their work and also be recognized for their efforts, still others feel they can have greater job security and may even be able to sell their business or pass it on to their children. Our shared *American Dream* features a 'rags to riches' story that includes a plucky protagonist that pulls her- or himself up with their bootstraps to achieve financial and social success.

One of our basic human needs is to feel we have the power to determine our destiny. Owning your own business is certainly one way to take control. Unless the start-up is handled cautiously, intelligently and with a long-term commitment, however, a person can drive their dream right into the ground.

This brief document will only cover the very basics (mostly using bullet points!) of things to consider in starting a business. It is merely a check list to assess if this is the right path for you, and also to consider some of the many things you'll need to address to get started...and then to keep it running.

### Let's begin with some simple questions to ask yourself:

- What kind of business do I want to start? Will I provide a product or a service?
- Where will my business be located? What type of community supports my business? (examples: neighborhood, city, state, internet)
- Who are my customers? What makes them different from other consumers?
- How must I organize my company: What regulations must I follow? Does this business require special licensing or permits? How should I incorporate? (examples: LLC, S Corp, B Corp, non-profit)
- Where and how will I advertise or otherwise communicate to my customers?
- Does my business benefit all of the members of the community in which it is located?
- What is the name of my business and what is my 'tag line' or 'elevator speech' to describe it?
- How will I explain my business to my grandmother? (good practice; even if she is no longer with us)
- Can I tolerate book-keeping or am I able to pay someone who can?

### Are you willing and able to:

- Start organized and stay organized?
- Follow legal procedures (including lots of paperwork!)?
- Ask for help?
- Pay taxes willingly?
- Be flexible, creative and responsive when things don't go as planned?

**Now let's look at some difficult things to consider in starting a business:**

- Can I handle a lot of rejection and nay-sayers?
- Will I feel jilted or jaded when my friends are not willing to be my customers or backers?
- Can I live with little to no income for at least 1 year and up to 3 years?
- Am I willing to sacrifice much of my leisure time or social life for up to 3 years as well?
- Do I have a super-strong moral base? (The temptation to cheat can be powerful for many.)
- Can I provide clear proof I will be able to succeed - and that I am a worthwhile risk - to small business loan officers?
- Do I have solid back-up plan for repayment?
- Am I comfortable with risk or will I worry?
- Am I physically strong enough to endure hard work, stress and exhaustion?
- What aspects about running a business matter most to me?
- Am I a 'people person' and if not, can I hire this person, or how will I communicate with customers?
- What are my 'competitors' doing? What do I do similarly or differently to what they are doing?
- How long will it take to start my business before any money begins to come in? Can I start it while I work at another job?
- Am I willing and able to trademark, copyright or patent my name, logo, written or recorded material or invention?

**Some possible snags or ways to fail at starting a business:**

- Need others to do work or research for you to get started.
- Blame others or 'the system' when things get difficult
- Require more resources from outside investors than you are willing to contribute yourself.

**A couple of resources for entrepreneurial hopefuls:**

**SCORE:** <https://www.score.org/>

**Small Business Administration:** <https://www.sba.gov/>

**US Patent and Trademark Office:** <http://www.uspto.gov/>

**How to Write a Business Plan:** <http://articles.bplans.com/how-to-write-a-business-plan/>

**Free Government Publications:** The Consumer Information Catalog lists approximately 200 free and low-cost publications available to you from various federal agencies. The publications cover topics such as money, health, employment, housing, federal programs, travel, small business, and education.

To write for your free catalog, send your request and address to: **Federal Citizen Information Center**

**Also ask for "How to Write a Business Plan Pub #173**

Attn: Catalog  
Pueblo, CO 81009

Please share your thoughts, ideas, questions and concerns. Your questions, suggestions and ideas will help me improve this page to better serve our future business owners!