

REENTRY PACKET

Your Customized Guide to Support your Successful Transition



National Web-based Reentry Resource Center

www.fairshake.net

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Fair Shake's Guide to TRUCKING OPPORUTNITIES!

American Trucking Associations

ATA Headquarters
950 North Glebe Road, Suite 210
Arlington, VA 22203-4181



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

From their website: American Trucking Associations is the largest and most comprehensive national trade association for the trucking industry. ATA is an 86-year old federation with state trucking association affiliates in all 50 states. We represent every sector of the industry, from LTL to truckload, agriculture and livestock to auto haulers, and from large motor carriers to small mom-and-pop operations.



Owner-Operator Independent Drivers Association

OOIDA HEADQUARTERS
1 NW OOIDA Dr.
Grain Valley, MO 64029
816-229-5791 800-444-5791

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



The mission of the Owner-Operator Independent Drivers Association, Inc. is to serve owner-operators, small fleets and professional truckers; to work for a business climate where truckers are treated equally and fairly; to promote highway safety and responsibility among all highway users; and to promote a better business climate and efficiency for all truck operators. More than 150,000 members of OOIDA are men and women in all 50 states and Canada who collectively own and/or operate more than 240,000 individual heavy-duty trucks and small truck fleets. All OOIDA officers and directors are now, or have been, professional truckers, and are elected from the membership, by the membership. The 22-member board helps define OOIDA's position on all major trucking issues. They offer information and education in all areas of independent truck ownership and responsibility.



Gary's Job Board: www.garysjobboard.com
Truck Drivers wanted! Since 2004.

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

Gary's Job Board was created to help Truck Drivers find Driving Jobs, and to help Dispatchers find Drivers. Gary's Job Board is 100% unaffiliated. We DO NOT recruit for any carriers. Our service will always be FREE to drivers because drivers' rock. Here's how garysjobboard.com works: (this is NOT a run-of-the-mill trucker job board. No one will call you, you have all the power).

- Complete your Driver Profile, it takes 2 minutes.
- Companies will see your first name, type of CDL, and experience level.
- They will not see your email address.
- You will receive a company invite by email and the email will come from our system.
- Check out what they are offering. Answer the email or not. You'll receive another invite down the road.



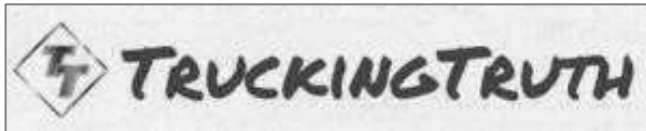
AllTrucking.com www.alltrucking.com
PO Box 26330,
Overland Park, KS, 66213

"Welcome to AllTrucking.com, your source for finding information to become a truck driver and find a trucking

career. Whether you are looking for your next truck driving job or want to learn how to earn your CDL, we have guides for you. We have even organized some of the more common questions that might be found on a CDL exam, and put them into a simple practice test! "

They have a library of guidebooks - from career support and paying for school to helping veterans – "we've got a resource to help anybody." Here are a few of our most frequently requested pages:

- How to Pay for Truck Driving School
- Truck Driving Jobs: Careers in Commercial Truck Driving
- Company-Paid CDL Training Programs: A Comprehensive Guide



Trucking Truth
www.truckingtruth.com

A Positive Yet Honest View Of The Trucking Industry With Friendly Advice From Experienced Drivers

Trucking Truth (TT) was created in 2007 to give new drivers a true picture of what a career as a truck driver is all about and a straightforward strategy for surviving that first year of their career. I wanted people to know that trucking can be an awesome career for the right person and it's totally doable if you work hard, keep a great attitude, and have a solid strategy in place.

A huge informational website that includes:

- Trucker's Forum
- Truck Driver's Career Guide
- Free CDL Practice test
- A list of companies that hire people with a criminal history.
- "The Road Home" podcast
- All things CDL
- Trucking Company Reviews
- Trucking Wiki...where you can find out FAQ's, physical health tests and issues, limitations and opportunities for drivers with a criminal history, driving with pets and much more.



Get Paid While Training For Your CDL?

Upon completion of your paid CDL training, you will sign an agreement to work for the company for a specified amount of time. This is how they recoup the time and money they've invested in your CDL training, which is a very fair deal for both sides.

If you quit working for the company before your obligation is complete, you will owe the company a prorated amount of money for the schooling. At some companies, your training will be free once your obligation is complete. Others may require you to make payments from your paycheck to cover the tuition for the schooling.

TT offers a review of the companies that offer paid CDL training.

Maurice Sprewer

414.874.1657 (list the BEST contact number you have)

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. 27th Street Suite 602 Milwaukee, WI 53216*

Advocacy - Justice Involved Organizations

Prisoner Visitation and Support (PVS) is a volunteer visitation program to Federal and Military prisoners throughout the United States.

1501 Cherry St
Philadelphia PA 19102
Phone: (215) 241-7117
PVS@afsc.org

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

Advocacy - Justice Involved Organizations

Are you facing a legal issue, or just looking for more information about a specific legal topic? FindLaw's Learn About the Law section is the perfect starting point. Learn About the Law features informational articles about a wide variety of legal topics, as well as specific information about subjects such as how to hire an attorney and understanding your state's unique laws.

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

Citizenship - Birth Certificate

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

https://www.vitalchek.com/order_main.aspx?event type=birth

Citizenship - Consumer Services

The Consumer Services Guide is searchable directory of resources which can help you with consumer problems and questions. This link directs you to the Categories page, where you can search topics to find national, state and local resources.

<http://www.consumerservicesguide.org/resources/national/browse/category/>

Citizenship - Consumer Services

State of Michigan Consumer Protection and Services website

<http://www.michigan.gov/ag/0,1607,7-164-17337--,00.html>

Citizenship - Consumer Services

Toll-Free Consumer Hotline: 800-638-2772 (TTY 800-638-8270) 8 a.m. - 5.30. p.m. ET

CPSC is committed to protecting consumers and families from products that pose a fire, electrical, chemical, or mechanical health hazard.

<http://www.cpsc.gov/>

Citizenship - Legal Assistance

Systemic advocacy to help alleviate barriers faced by low income individuals.

<http://www.mplp.org>

Citizenship - Legal Assistance

The Michigan Legal Help website was created to help people who have to handle simple civil legal problems without a lawyer. There are articles you can read to learn about a specific area of the law and toolkits to help you prepare to represent yourself in court. Some forms are completed automatically once you answer simple questions.

Advocacy - Justice Involved Organizations

122 Commerce Street
Montgomery, AL 36104
(334) 269-1803

EJI is committed to ending mass incarceration and excessive punishment in the U.S., challenging racial and economic injustice, and protecting basic human rights for the most vulnerable people in American society. EJI is working to end our misguided reliance on over-incarceration.

<https://eji.org/criminal-justice-reform/>

Citizenship - Birth Certificate

Order by mail (fill out form on the website), online, by phone or in person. Records from 1867 - present

https://www.michigan.gov/mdhhs/0,5885,7-339-71551_4645---,00.html

Citizenship - Community Development

Find out how to help grow your community with help from the government.

http://www.michigan.gov/mshda/0,1607,7-141-7559_9643-192363--,00.html

Citizenship - Consumer Services

Consumer advice, including what to do if you were scammed.

<http://www.consumer.ftc.gov/>

Citizenship - Consumer Services

NACAs mission is to promote justice for all consumers. We provide a forum for communication, education, networking, and information-sharing among consumer advocates across the country. We also serve as a voice for consumers in the ongoing struggle to curb unfair or abusive business practices that harm consumers. The National Association of Consumer Advocates (NACA) is a nonprofit association of more than 1,500 attorneys and consumer advocates committed to representing consumers interests.

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

Citizenship - Department of Motor Vehicles

Internal Services Section

7064 Crowner Dr.

Lansing, MI 48980-0001

Driver's License and State ID

<https://www.michigan.gov/sos/0,4670,7-127-1627--,00.html>

Citizenship - Legal Assistance

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

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

Citizenship - Legal Assistance

Through direct legal help and statewide advocacy, the Michigan Advocacy Program provides access to the justice system for those who need it the most.

<http://miadvocacy.org>

Citizenship - Protection from Discrimination

The ACLU works in courts, legislatures, and

The Michigan Legal Help website does not provide legal advice, and it is not a substitute for having a lawyer.
<http://michiganlegalhelp.org>

Citizenship - Protection from Discrimination

National Headquarters
4805 Mt. Hope Drive
Baltimore, MD 21215
(877) NAACP-98 (toll free)
(410) 580-5777 (local)

Works to eliminate disparate treatment in all aspects of law enforcement and criminal-justice systems, including capricious racial profiling practices. Works to ensure fair and equitable trials and sentences. Works to ensure felony re-entry. Promotes a moratorium on the death penalty. The NAACP has offices in all 50 states, including Washington, DC. Please see their website for information on your local office.
<http://www.naacp.org/>

Citizenship - Social Security Card

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

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

Citizenship - Voting Rights

The Brennan Center map summarizes state laws on criminal disenfranchisement, which excludes millions of Americans from the democratic process.
<https://www.brennancenter.org/issues/ensure-every-american-can-vote/voting-rights-restoration/disenfranchisement-laws>

Computers and Technology - Equipment Internet and Training

Everyone On helps unlock social and economic opportunity by connecting low-income people to affordable internet service and computers, and delivering digital skills trainings. Find Low-Cost Internet Service, Computers and Free Training in Your Area!
<https://www.everyoneon.org/find-offers>

Education - Free Audio Books

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

Education - Higher Education

Freshman Year for Free. Take tuition-free, high quality courses online from top institutions for college credit. Modern States Education Alliance is a non-profit dedicated to making a high quality college education free of cost and accessible to any person who seeks one. Its founding principle is that access to affordable education is fundamental to any philosophy that respects all individuals, and fundamental to the American dream. Modern States' initial program, Freshman Year for Free, is intended to let students earn up to one year of college credit without tuition or textbook expense. Modern States hopes to provide links for students

communities to defend and preserve the individual rights and liberties that the Constitution and the laws of the United States guarantee everyone in this country.
<https://www.aclu.org/issues/smart-justice/re-entry>

Citizenship - Voting Rights

The Brennan Center map summarizes state laws on criminal disenfranchisement, which excludes millions of Americans from the democratic process.

<https://www.brennancenter.org/issues/ensure-every-american-can-vote/voting-rights-restoration/disenfranchisement-laws>

Clothing - Interview and Career Clothing

The mission of Dress for Success is to empower women to achieve economic independence by providing a network of support, professional attire, and the development tools to help women thrive in work and in life.
<https://dressforsuccess.org/affiliate-list/>

Education - Free Audio Books

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

Education - Higher Education

A university that works for you. Our 100% online, tuition-free degree programs are designed to fit your life.
Programs: Business Administration, Computer Science, Health Science, Education, Associate Degree, Bachelor Degree, Master Degree

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

Employment - Employment Services

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

Employment - Licensing Information

Find information about professional and business licensing in Michigan
<http://www.michigan.gov/statelicensesearch>

Employment - Staffing Agency

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

Employment - Workforce Development

Michigan Workforce Development Agency
<http://www.michigan.gov/wda>

Employment - Workforce Development

to tutoring, mentoring and college advising groups as well.

https://modernstates.org/?gclid=EAlaIQobChMIoIO16uee9gIVl_3jBx34gQCHEAAYASAAEgKfRfD_BwE

Employment - Employment Services

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

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

Employment - Staffing Agency

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

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

Employment - Temporary Staffing Agency

707 W. Milwaukee Avenue
5th Floor
Detroit, MI 48202
(313) 876-0674
detroitmwa@detroitmi.gov
<http://michiganworks.org/>

Employment - Workforce Development

Learn new skills and hone the ones you have. Find work.

<http://michiganworks.org/>

Employment - Workforce Development

Workforce Development
201 N. Washington Sq.,
Lansing, MI 48913
1-888-522-0103
<https://www.mitalent.org/job-seeker>

Family - Child Support

Find information about child support.

http://www.michigan.gov/dhs/0,4562,7-124-5529_7143---,00.html

Family - Family Services

All services can be found on the website.
https://www.michigan.gov/mdhhs/0,5885,7-339-73971_4911---,00.html

Family - Family Support

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

http://www.michigan.gov/lara/0,4601,7-154-61256_17485-111308---,00.html

Family - Child Care

Information about child care licensing and providers.

http://www.michigan.gov/dhs/0,4562,7-124-5529_7143---,00.html

Family - Department of Human Services

Information about food assistance, child care and medical assistance and child support

<http://www.michigan.gov/dhs>

Family - Family Services

Michigan Alliance for Families provides information, support, and education for families who have children and young adults (birth to 26 years of age) who receive (or may be eligible to receive) special education services. This website can help you with finding information on special education issues as well as disability specific information.

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

Family - Parenting

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

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

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

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

Family - Parenting

1-855-427-2736

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

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

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

Food - Food Pantry

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

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

Food - Food Pantry

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

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

Free - Free Stuff

Welcome to The Freecycle Network! We are a grassroots & entirely nonprofit movement of people who are giving and getting stuff for free in their own Towns. It's all about reuse and keeping

Including the families in defining the issues and designing solutions

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

Family - Parenting

Information about licensing a child care facility, qualifying for child care assistance and more information.

http://www.michigan.gov/dhs/0,4562,7-124-5529_7143---,00.html

Food - Food Pantry

WhyHunger Hotline: 866-348-6479

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

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

Food - Food Pantry

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

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

Free - Free Phone

Assurance Wireless

P.O. Box 5040

Charleston, IL 61920-9907

1-888-321-5880

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

Free - Free Stuff

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

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

Health - Alcoholics Anonymous

There are over 118,000 Alcoholics Anonymous groups around the world. To find a local AA meeting today you can search by state, city, and day of the week. Can't find one close enough? Consider online AA meetings which offer the same wonder community from the comfort of your own home.

https://findrecovery.com/aa_meetings/

Health - Crisis Hotline

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

StrongHearts Native Helpline 1-844-7NATIVE

(1-844-762-8483)

Runaway Safeline 1-800-RUNAWAY /

1-800-786-2929

Human Trafficking Hotline 1-888-373-7888

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

good stuff out of landfills. Membership is free.

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

Health - Addiction Recovery

SMART Recovery is the leading self-empowering addiction recovery support group. Our participants

learn tools for addiction recovery based on the latest scientific research and participate in a world-wide community which includes free, self-empowering, science-based mutual help groups.

The SMART Recovery 4-Point Program helps people recover from all types of addiction and addictive behaviors, including: drug abuse, drug addiction, substance abuse, alcohol abuse, gambling addiction, cocaine addiction, prescription drug abuse, sexual addiction, and problem addiction to other substances and activities. SMART Recovery sponsors face-to-face meetings around the world, and daily online meetings. In addition, our online message board and 24/7 chat room are excellent forums to learn about SMART Recovery and obtain addiction recovery support. If you're new to SMART Recovery, get started with our introduction on the website.

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

Health - Alcoholics Anonymous

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

Health - Free/Sliding Scale Clinic

1,400 Free and Charitable Clinics and Pharmacies provide access to healthcare for uninsured and underinsured people in communities across the U.S. Find one near you!

<https://nafcclinics.org/>

Health - Free/Sliding Scale Clinic with Dental

Listings that can help low-income and uninsured people connect with a clinic or community health center in their area. These clinics offer free and discounted rates for medical and dental care. Our county listings include contact information, a listing of services and any further remarks that may be pertinent to our users, such as free services provided, discounted services provided and clinic operating hours.

https://freeclinicdirectory.org/michigan_care.html

Health - Health Department

All of the health-related services can be found on the website.

<https://www.michigan.gov/mdhhs/0,5885,7-339-71550---,00.html>

Health - Reduced Cost Medication

(888) 311-6224 x115

Save an average of 15-55% on your prescriptions! Print a free card or download the app to your phone.

(1-800-422-4453)
Substance Abuse Treatment - 1-800-662-HELP
(4357)
Center for Missing and Exploited Children (NCMEC)
Hotline - 800-8435678
Sexual Assault Telephone Hotline - 800-656-HOPE
(4673)
Suicide Prevention Lifeline Hotline - 800-273-8255
<https://www.acf.hhs.gov/acf-hotlines-helplines>

Health - Free/Sliding Scale Clinic

Clinics listed on our website offer services for free or at a reduced rate. Many clinics are operate under a sliding scale schedule. This means that costs to patients are calculated based on income.
<https://www.freeclinics.com/>

Health - Free/Sliding Scale Dental Clinic

We continuously update our website with new information on dental clinics. Many of the resources for dental care are free, but many are based on income and/or discounted in other manners. Please review the listings and contact the dental clinics through the websites provided (and/or phone numbers listed), to obtain full details. We do not offer guidance. If you find any of our information improper, or if you have any question, please email us at support@thedentistsnearme.com. We will immediately reply to your email.
https://www.usdentalservice.com/?gclid=EAlaIQobChMIyaH1p9_k9gIVWZcAAB0Irg1FEAEYASAAEgK7c_vD_BwE

Health - Narcotics Anonymous

Join the millions who have found comfort and hope within these nonjudgmental communities and have successfully freed themselves from the struggles of addiction. Find local NA meetings by location, day of the week, and time.
<https://findrecovery.com/na-meetings/>

Health - Reduced Cost Medication

HELPLINE (800) 503-6897 in English or Spanish. Find help with the cost of medicine! We offer a free drug discount card that may help you obtain a substantially lower price on your medications.
<https://www.needymeds.org/drug-discount-card>

Money - Finances/Budgeting

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

Money - Financial Management Literacy

Operation HOPE Headquarters
91 Peachtree Street NE, Suite 3840
Atlanta, GA 30303
888-388-HOPE (4673)
Operation HOPE has a series of programs to support your path to successfully improving your credit, reducing debt, increasing savings, buying a home or starting a business. Our programs and

<https://www.americasdrugcard.org/index.aspx>

Money - Finances/Budgeting

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

Money - Finances/Budgeting

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

Money - Free Credit Report

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

Money - Social Security Benefits after Incarceration

Social Security and Supplemental Security Income Benefits
Individuals released from incarceration may be eligible for Social Security retirement, survivors, or disability benefits if you have worked or paid into Social Security enough years or Supplemental Security Income benefits if you are 65 or older, or are blind, or have a disability and have little or no income and resources.
If you believe you qualify, call our toll-free telephone number, 1-800-772-1213.
If you are deaf or hard of hearing, call TTY 1-800-325-0778.
<https://www.ssa.gov/reentry/benefits.htm>

Reentry Resource - Multiple Resources Available

Search for benefits in Education, Grants, Loans, Social Security, Housing and Utilities, Employment and Career Development, Financial Assistance and more.
<https://www.benefits.gov/categories>

Reentry Resource - Multiple Resources Available

211 connects you with thousands of nonprofit and government services in your area. If you want personal assistance call the three-digit number 211 or 877-947-2211. A friendly voice to talk with you 24/7/365.
<https://www.mi211.org/>

Shelter - Energy Assistance

196 Cesar E Chavez Ave
Pontiac, MI 48342
<http://www.olhsa.org>

services, which serve youth and adults, are offered at no cost to you.
<https://operationhope.org/>

Money - Free Credit Report

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

Native Resources - General

The Administration for Children and Families Tribal and Native American Affairs (ACF) is committed to working with tribal nations and Indigenous communities across the United States to improve the economic and social well-being of children and families. ACF oversees more than 60 programs that empower families and communities, improve access to an array of services, and build strong and healthy communities. ACFs discretionary and mandatory programs award more than \$1 Billion each year to tribes, tribal organizations, and Native American organizations to:

Protect and promote the vitality of Native American Languages

Promote healthy prenatal outcomes and healthy development of children

Provide affordable, high-quality early care and afterschool programs

Prevent and protect children from abuse and neglect

Reduce the causes of poverty and foster family economic security

Improve the financial, emotional, and medical support children receive from their parents

Reduce the risk of youth homelessness, adolescent pregnancy, and domestic violence

Prevent human trafficking of Native people and assist survivors

<https://www.acf.hhs.gov/tribal-affairs>

Reentry Resource - Multiple Resources Available

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

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

Reentry Resource - Multiple Resources Available

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

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

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

Shelter - Energy Assistance

Assistance paying energy bills.

http://www.michigan.gov/dhs/0,1607,7-124-5453_5531-15420--,00.html

Shelter - Homeless Shelter

The Homeless Shelter Directory provides listings

(248) 209-2623

<http://www.olhsa.org>

Shelter - Financial Counseling

HUD sponsors housing counseling agencies throughout the country that can provide advice on buying a home, renting, defaults, foreclosures, and credit issues. This link sends you to a page that allows you to select a list of agencies for each state. You may search more specifically for a reverse mortgage counselor or if you are facing foreclosure, search for a foreclosure avoidance counselor.

<http://hud.gov/offices/hsg/sfh/hcc/hcs.cfm?weblistaction=summary>

Shelter - Housing Authority

Find a HUD location near you.

<https://www.hud.gov/states>

Shelter - Low Income Housing

Mercy Housing Gives a Home to Low-Income Families, Seniors, Individuals, and People with Special Needs Nationwide. Our mission is to create stable, vibrant and healthy communities by providing affordable, service-enriched housing.
<https://www.mercyhousing.org/regional-offices/>

Shelter - Low Income Housing

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

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

Shelter - Transitional Housing

1-855-860-3119

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

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

Special Considerations - Disability Support

Government agencies and disability rights organizations in Michigan.

https://www.olmsteadrights.org/self-helptools/advocacy-resources/item.6510-Michigan_Disability_Resources_and_Advocacy_Organizations

Special Considerations - Elders

800-677-1116

Welcome to the Eldercare Locator, a public service of the U.S. Administration on Aging connecting you to services for older adults and their families.

<https://eldercare.acl.gov/Public/Index.aspx>

Special Considerations - Elders

AASA's mission is to provide statewide leadership, direction, and resources to support Michigan's aging, adult services, and disability networks, with the aim of helping residents live with dignity, meaning, purpose, and independence.

<https://www.michigan.gov/osa>

Special Considerations - Veteran Support

We are a network of community, local, state, and federal partners that identifies and develops innovative and holistic approaches to assist

for Homeless Shelters and Homeless Service Organizations around the country. This includes supportive resources.
<http://www.homelessshelterdirectory.org>

Shelter - Low Income Housing

U.S. Department of Housing and Urban Development
451 7th Street S.W.
Washington, DC 20410
Telephone: (202) 708-1112 TTY: (202) 708-1455
Find the HUD office near you!
<http://portal.hud.gov/hudportal/HUD>

Shelter - Low Income Housing

Housing Works fights for funding and legislation to ensure that all people living with HIV/AIDS have access to quality housing, healthcare, HIV prevention, and treatment, among other lifesaving services.
<http://www.housingworks.org/>

Shelter - Shelters

We provide an online directory of shelters in Michigan.
<https://www.shelterlist.com/state/michigan>

Shelter - Transitional Housing

Transitional housing is supportive housing that helps fight homelessness. Find transitional housing in your state by clicking on the link! We have over 6,864 transitional housing locations in our database. We also provide as much information on each housing location along with pictures.
<https://www.transitionalhousing.org/>

Special Considerations - Disability Support

All services can be found on the website.
<https://www.michigan.gov/disabilityresources/state-prog>

Special Considerations - Elders

The world of job searching has changed drastically over the years. You now have more options than ever. We'll help you navigate through those choices and guide you through the process of applying and interviewing for your next job.
<http://www.aarpworksearch.org/Pages/Default.aspx>

Special Considerations - Sex Offense Reentry

Derek Logue
2211 County Road 400
Tobias, NE 68453
Once Fallen is a leading reference and resource site for Registered Citizens. It also provides useful information to those seeking to reform or abolish the sex offense laws. Once Fallen answers hundreds of phone calls and letters, visits with legislators, assists registrants in connecting to available resources and support networks, and provides analysis research on sex offender laws FREE of charge.

<https://oncefallen.com/>

Special Considerations - Veteran Support

Thank you for your service to our country!

justice-involved veterans.
<https://info.nicic.gov/jiv/>

Special Considerations - Veteran Support

24/7/365 Support - Call 800-273-8255 and Press 1 Or text 838255.
Connect with a real person who serves Veterans, Their Families, and Friends

<https://www.veteranscrisisline.net/>

Volunteer - Community Development

Help to grow your community.
http://www.michigan.gov/mshda/0,1607,7-141-7559_9643-192363--,00.html

Volunteer - Volunteer Opportunities

We make it easy for good people and good causes to connect. We are a community that believes in the power of volunteering to enrich our lives and the world around us. Find locations to volunteer near you!
VIRTUAL VOLUNTEER opportunities are also available -
<https://www.volunteermatch.org/virtual-volunteering>
<http://www.volunteermatch.org/>

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

This page was created to assist veterans who are, or have been, incarcerated. There are several resources on this page that may help reduce the pressures associated with reentry.
<https://www.fairshake.net/veterans-page/>

Special Considerations - Veteran Support

3423 N. Martin Luther King Jr. Blvd. Bldg 32
Lansing, MI 48906
800-MICH-VET (800-642-4838)

The Michigan Veterans Affairs Agency is here to help answer any questions you or your loved ones may have regarding veteran benefits and assistance. The MVAA is also available to perform check-ins on Michigan's veterans to ensure that they are receiving the benefits they need - to request a benefits check, please click on the Check on MIVet form.

<https://www.michigan.gov/mvaa>

Volunteer - Volunteer Opportunities

At JustServe, we believe that nothing should get in the way of organizations and volunteers coming together to do good things for the community.
<https://www.justserve.org/>

Volunteer - Volunteer Opportunities

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

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

Your Leisure Time - Leisure Activities

Whatever you're looking to do this year, Meetup can help. For 20 years, people have turned to Meetup to meet people, make friends, find support, grow a business, and explore their interests. Thousands of events are happening every day—join the fun.
<http://www.meetup.com/>

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)

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?

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.

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