

---

**This Reentry Packet has been customized for: Quezada 33303-180**

## **Table of Contents**

### **General Support Pages**

Pre-Release Inventory  
Myth-Busters  
Housing Resources  
National Resource Services

### **Employment**

Functional resume

### **Resource Directory**

### **Employment**

Job Application Example  
Favorite Verbs for Your Resume

# 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!

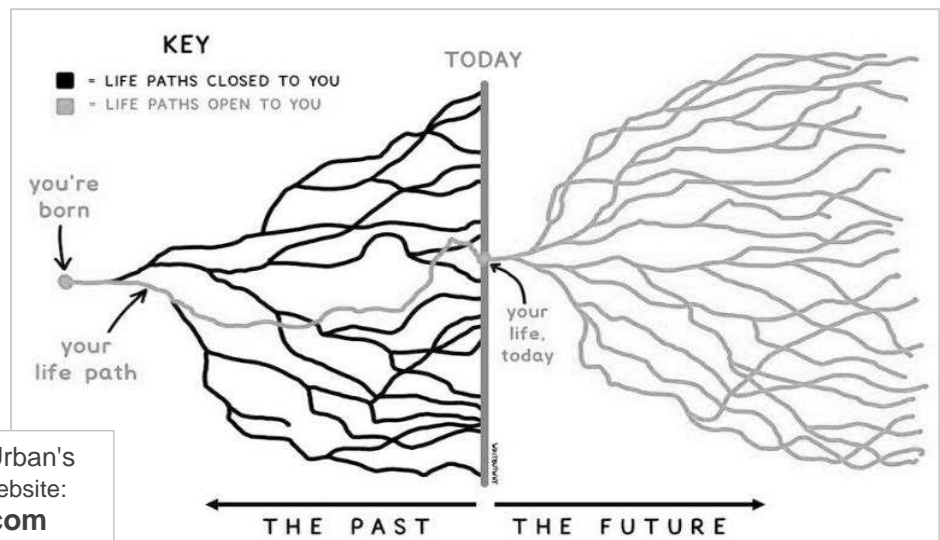


Image from Tim Urban's  
**Wait But Why** website:  
[waitbutwhy.com](http://waitbutwhy.com)

# 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!**

## Fair Shake's

# MYTH-BUSTERS



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



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



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



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



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



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



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

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



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

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



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



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



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



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



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

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

# HOUSING

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



## Aunt Bertha

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



## 2-1-1

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

## Homeless Shelters and Service Organizations:

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

## Find the Housing Authority Near You!

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

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



## Section 8: Frequently Asked Questions

What is Section 8 Housing?

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



How do I apply for Section 8 housing?

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

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

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

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

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



## National Reentry Resources (besides Fair Shake)

---

**2-1-1 or [www.211.org](http://www.211.org)** Dial 211 or visit the website!

211 is a vital service that connects millions of people to help every year. Simply call 211 or search for 211 online. Program of United Way.

Services include:

Supplemental food  
Shelter, housing, utilities  
Emergency / disaster relief  
Employment opportunities  
Education opportunities  
Veterans services

Health care  
Rehab and addiction services  
Reentry Resources  
Support groups  
Safe path away from abuse



**Aunt Bertha:** <https://www.auntbertha.com/>

Search for free or reduced cost services like medical care, food, job training, etc. People can create profiles, connect with resources, and save searches...or search anonymously anytime.

**Positive Transitioning:** 614-573-0464 or 844-392-9695

**CALL FOR RESOURCES:** Employment, Housing, Education, and Legal Assistance. - 24/7 Resources and Listening Line Are you looking for resources? Give us a call! Also sign up for coaching, enroll in classes and connect to a mentor or become a mentor. [www.positivetransitioning.org](http://www.positivetransitioning.org)

**Help Yourself Therapy:**

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

SELF-Therapy For People Who ENJOY Learning About Themselves. Free, confidential, practical advice from a therapist. Everything is easy to understand and to use. Self-disclosure is never needed. Completely confidential.



**Help Yourself Therapy**

**Homeless Accommodation Directory:** [www.homelessshelterdirectory.org/](http://www.homelessshelterdirectory.org/)

**Transitional Housing** [www.transitionalhousing.org](http://www.transitionalhousing.org)

**Food Pantries and Soup Kitchens:** [www.homelessshelterdirectory.org/foodbanks/](http://www.homelessshelterdirectory.org/foodbanks/)

**Employment Related:**

Clothes For Women: **Dress For Success** <https://dressforsuccess.org/>

Clothes For Men: **Career Gear** <https://www.careergear.org/>



**careeronestop**

U.S. Department of Labor

**Career One Stop** [www.careeronestop.org](http://www.careeronestop.org)

Your source for career exploration, training & jobs.

**Vital Records** [www.cdc.gov/nchs/w2w/](http://www.cdc.gov/nchs/w2w/)

Where to write, or where to go, to obtain birth, death, marriage and divorce certificates.

**Social Security** new or replacement card: <https://www.ssa.gov/ssnumber/>



# HOUSING

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



## Aunt Bertha

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



## 2-1-1

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

## Homeless Shelters and Service Organizations:

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

## Find the Housing Authority Near You!

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

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



## Section 8: Frequently Asked Questions

What is Section 8 Housing?

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



How do I apply for Section 8 housing?

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

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

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

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

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





# 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*

### **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**

Department of State Health Services  
P.O. Box 12040

Austin, TX 78711-2040

Remarks: State office has records since 1903.

<https://www.dshs.state.tx.us/vs/reqproc/forms.shtm>

### **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 attorney general consumer services site for the state of Texas.

<https://www.texasattorneygeneral.gov/cpd/consumer-protection>

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

Commercial Driver License (CDL)

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

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

### **Citizenship - Legal Assistance**

(915) 532-3799

[pdn@texascivilrightsproject.org](mailto:pdn@texascivilrightsproject.org)

1317 Rio Grande

El Paso, TX 79902

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

### **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**

Get copies of vital records such as your birth certificate.

<https://txapps.texas.gov/tolapp/ovra/index.htm>

### **Citizenship - Birth Certificate**

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

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

### **Citizenship - 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**

Driver License Services

PO Box 4087

Austin, TX 78773-0001

(512) 424-2600

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

### **Citizenship - Legal Assistance**

2400 East Yandell St.

El Paso, TX 79903

915-532-3975

<http://dmrs-ep.org/>

### **Citizenship - Legal Assistance**

LSC Funded

1331 Texas Avenue

El Paso, TX 79901

915-585-5100

Texas RioGrande Legal Aid (TRLA) is a non-profit organization that provides free legal services to

### **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 - Protection from Discrimination**

The ACLU works in courts, legislatures, and 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**

ACLU Voting Rights and Restrictions

<https://www.aclu.org/issues/voting-rights/voter-registration/felony-disenfranchisement-laws-map?redirect=maps/map-state-criminal-disfranchisement-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 to tutoring, mentoring and college advising groups as well.  
[https://modernstates.org/?gclid=EAlaIQobChMlO16uee9gIVl\\_3jBx34gQCHEAAYASAAEgKfRfD\\_BwE](https://modernstates.org/?gclid=EAlaIQobChMlO16uee9gIVl_3jBx34gQCHEAAYASAAEgKfRfD_BwE)

### **Employment - Employment Services**

9501 Gateway Blvd West, Bldg  
El Paso TX 79925  
Phone: 915-591-0358  
<http://www.selectstaffing.com/SelectStaffing/main.cfm?nlvl=1>

### **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

low-income residents in sixty-eight counties of Southwest Texas. In addition, TRLA operates public defender programs in several Southwest Texas counties, representing the poor who are accused of felonies, misdemeanors and juvenile crimes.  
<http://www.trla.org/office/el-paso>

### **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>

### **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/>

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**

Our management team has the ingenuity and human resources experience necessary to provide creative solutions to hiring problems (and the track record to prove it) and an employee placement expertise built over nearly three decades.  
El Paso Office  
P: 915-235-9849  
11350 James Watt Dr.  
El Paso, TX 79936  
<http://www.lifestylestaffing.com/contact-us>

#### **Family - Child Support**

Texas attorney general website  
Child Support Division  
<https://www.texasattorneygeneral.gov/cs/welcome-to-the-child-support-division>

#### **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  
Including the families in defining the issues and designing solutions

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

#### **Family - Parenting**

1-855-427-2736  
Weekdays: 10:00 am pst to 7:00 pm pst  
The National Parent Helpline is here for you and is open to parents and caregivers of children and youth of all ages. They offer Resources, a Helpline and Printable Materials!  
<https://www.nationalparenthelpline.org/find-support>

#### **Food - Food Pantry**

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>

#### **Employment - Employment Services**

5004 N. Desert Blvd., Suite A  
El Paso TX 79912  
Phone: 915-760-4269  
<http://www.selectstaffing.com/SelectStaffing/main.cfm?nlvl1=1>

#### **Employment - Licensing Information**

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

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

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

#### **Employment - Workforce Development**

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

#### **Family - Family Services**

409 W 13th Street  
Austin, TX 78701  
T: (512) 892-2683  
The Texas Alliance of Child and Family Services (TACFS) is a network of mission-driven organizations that have embraced the call to serve these children and families, and are working together to improve our care, services, and outcomes statewide. TACFS is building communities of care that provide each child and family the opportunity for a bright future through education, advocacy and collaboration.  
<https://tacfs.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/>

#### **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,

bank/

### **Food - Food Pantry**

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

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

### **Free - Free Phone**

Assurance Wireless

P.O. Box 5040

Charleston, IL 61920-9907

1-888-321-5880

Assurance Wireless provides eligible consumers with free monthly data, unlimited texting, free monthly minutes plus a free Smartphone. Lifeline enrollment is available to individuals who qualify based on federal or state-specific eligibility criteria. Residents of homeless shelters, nursing homes and temporary addresses may also be eligible. <https://www.assurancewireless.com/lifeline-services/what-lifeline>

### **Free - Free Stuff**

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

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

### **Health - Alcoholics Anonymous**

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

<https://alcoholicsanonymous.com/aa-meetings/texas/>

### **Health - Free/Sliding Scale Clinic**

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**

There are many types of health clinics nationwide. There are low cost, affordable, sliding scale, medicaid accepted, community health care clinics, emergency clinics and regular medical clinics. Our directory provides not only the clinics listed, but also information, pictures, comments, and reviews on these clinics.

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

### **Health - Health Department**

Health Promotion and Chronic Disease Prevention (HPCDP)

Many services and resources can be found on the website.

<https://www.dshs.texas.gov/health-wellness.aspx>

government nutrition programs and grassroots organizations.

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

### **Food - Food Pantry**

903-597-3663,

800-815-3663

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

### **Food - Food Pantry**

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

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

### **Free - Free Stuff**

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

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

### **Health - 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/](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

(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

**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.

<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**

Get a free copy of your credit report every 12 months from each credit reporting company.

<https://www.annualcreditreport.com/index.action>

**Reentry Resource - Multiple Resources Available**

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

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

**Reentry Resource - Multiple Resources Available**

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

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

**Shelter - Energy Assistance**

Energy Assistance and Community Affairs

<http://www.tdhca.state.tx.us/community-affairs/index.htm>

**Shelter - Homeless Shelter**

The Homeless Shelter Directory provides listings for Homeless Shelters and Homeless Service Organizations around the country. This includes supportive resources.

<http://www.homelessshelterdirectory.org>

**Shelter - Low Income Housing**

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

**Shelter - Low Income Housing**

Mercy Housing Gives a Home to Low-Income

[support@thedentistsneartheme.com](mailto:support@thedentistsneartheme.com). We will immediately reply to your email.

[https://www.usdentalservice.com/?gclid=EAlaIqobChM1yaH1p9\\_k9gIVWZcAAB0Irg1FEAEYASAAEgK7c\\_vD\\_BwE](https://www.usdentalservice.com/?gclid=EAlaIqobChM1yaH1p9_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 - 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**

Our findhelp technology powers America's 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/texas>

**Reentry Resource - Multiple Resources Available**

Scroll down the page to find your state. Titles in

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 Texas along with non profit organizations that help with low income housing along with HUD apartments, public housing apartments, public housing authorities, and housing assistance agencies.  
<https://www.lowincomehousing.us/TX.html>

### **Shelter - Transitional Housing**

1-855-860-3119  
Transitional, sober housing provides supportive housing along with drug and alcohol treatment for selective locations  
<https://www.transitionalhousing.org/state/texas>

### **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 - 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!  
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/>

### **Volunteer - Habitat For Humanity**

Using the link listed, just put in your zipcode to see a list of Habitat For Humanity chapters near you.  
<http://www.habitat.org/>

### **Volunteer - Volunteer Opportunities**

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

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 - 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**

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

### **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 - 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 - Veteran Support**

We are a network of community, local, state, and federal partners that identifies and develops



---

### **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/>

innovative and holistic approaches to assist 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 - 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/city/El+Paso%2C+TX%2C+USA>

### **Your Leisure Time - Leisure Activities**

The mission of Meetup is to revitalize local community and help people self-organize. Meetup believes that people can change their personal world, or the whole world, by organizing themselves into groups that are powerful enough to make a difference. More than 9,000 groups get together in local communities each day, each one with the goal of improving themselves or their communities.

Please visit the website to join and find a Meetup group!  
<http://www.meetup.com/>

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
_____ _____ _____			
		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: _____		

## 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: \_\_\_\_\_

## **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