

Resumes:

- Find a couple of templates from a reputable employment website and customize for different employment opportunities/ industries
- Have a skilled and trusted people review for grammar, spelling and content
- Continually review and update as new skills, training and employment is obtained
- Adjust your resume with key words and skills identified in the job posting in which you are applying
- Consider using a resume writing service to help refine your resume
- If you have gaps in employment from being incarcerated, try detailing job skills you may have acquired while serving time: program completions, food service, porter, etc.

Applications:

- Collect all needed info to complete your application
 - » Work addresses and phone numbers
 - » Name of supervisors
 - » Details of work history and dates
 - » Education details
 - » Contact information
 - » Salary details
 - » Reference information: Name, address, phone number, years of relationship
- Complete the application fully online or in person
- Answer all questions and provide full details
- For in person applications:
 - » Bring a pen with back up
 - » Check spelling and grammar
 - » Dictionary if necessary
 - » Details to properly complete the application
 - » Portfolio to write on
 - » Dress expecting to be immediately interviewed, even if you are not
 - » Attach a copy of your resume with your application
- For online applications:
 - » Fill out all applicable sections
 - » Check spelling and grammar
 - » Make sure all details, dates, addresses, names, etc. are accurate
 - » Attach a prepared resume when prompted
 - » Double check the details before hitting submit