

Area Staffing Agencies

*Please note, not all agencies take walk-ins and many require applying online. Please call first!

AES Inc. An Employment

source

601 E. Seltice Way, #103

Phone: 208-777-9045

Fax: 208-777-9041

www.anemploymentsource.com

Areotek

13224 E. Mansfield Ave,
#200

Spokane, WA 99216

Phone: 509-570-1020

www.areotek.com

Aspen Personnel Service

621 W. Mallon Ave, #601

Spokane, WA 99201

Phone: 509-624-4858

www.aspen-personnel.com

Atlas Staffing Inc.

920 N. Argonne Rd, #130

Spokane Valley, WA 99212

Phone: 509-228-9060

www.atlasstaffing.com

Command Center

3803 N. Division St

Spokane, WA 99207

Phone: 509-328-3939

Command Center

295 W. Sunset Ave, #16A

Coeur d' Alene, ID 83814

Phone: 208-667-9590

www.commandoline.com

Dental Contacts

11712 E. Boone Ave

Spokane Valley, WA 99206

Phone: 509-922-4352

People Ready (Labor Ready)

504 E. North foothills Dr

Spokane, WA 99207

Phone: 509-535-8582

Or

503 W. Appleway Ave, #H

Coeur d' Alene, ID 83815

Phone: 208-765-7778

www.peopleready.com

Personnel Source

1319 N. Argonne Rd

Spokane Valley, WA 99206

Phone: 509-928-0369

Fax: 509-928-2379

www.personnelsource.com

Dynamic Recruiting

159 S. Lincoln St, #225

Spokane, WA 99201

Phone: 509-340-6440

Fax: 509-241-0329

www.championhires.dynamicrocruiting.com

Express Employment

Professionals

331 W. Main Ave

Spokane, WA 99201

Phone: 509-747-6011

Fax: 509-747-8930

or

2834 N. Ramsey Rd, #104

Phone: 208-667-5627

Fax: 208-665-9777

Humanix

15920 E. Indiana Ave, #100

Spokane Valley, WA 99216

Phone: 509-467-0062

Humanix

1625 N. 4TH St

Coeur d'Alene, ID 83814

Phone: 208-664-8958

www.humanix.com

Integrated Personnel Inc

2005 N. Lakewood DR, #201

Coeur d'Alene, ID 83814

Phone: 208-765-2000

Or

120 E. Lake Street, #103

Sandpoint, ID 83864

Phone: 208-255-2200

www.iplabor.com

Interim Healthcare

1625 W. 4th Ave

Spokane, WA 99201

Phone: 509-456-5665

www.interimhealthcare.com

Kelly Services

201 W. North River Dr, #210

Spokane, WA 99201

Phone: 509-327-3637

Fax: 509-327-4710

www.kellyservices.us

ProPeople Staffing

1210 N. Argonne Rd

Spokane, WA 99212

Phone: 509-484-9009

Fax: 509-483-4874

www.propeoplestaffing.com

Provisional Recruiting and Staffing

Northpark Bldg
420W. Dean Ave, #100
Spokane, WA 99201
Phone: 509-444-8871
Fax: 509-323-2898

***Accounting Division/ Office Division Phone:** 509-323-3233

***Healthcare Division**
Phone: 509-323-3223

Commercial Division Phone:
509-444-8873

Technology Division Phone:
509-444-8844
www.provisional.com

Labor Systems

11017 E. Sprague Ave
Spokane Valley, WA 99206
Phone: 509-893-2595
www.laborsystems.com

LF Staffing

1101 N. Argonne. Rd #A 217
Spokane Valley, WA 99212
Phone: 509-893-8828
www.ifstaffing.com

Management Recruiters of Spokane

1131 E. Westview Ct. #110
Spokane, WA 99218
Phone: 509-324-3333
www.mrspokane.com

Manpower

720 W. Boone Ave #100
Spokane, WA 99201
Phone: 509-623-7100
www.manpower.com

Maxim Staffing Solutions

1500 W 4th Ave, #501
Spokane, WA 99201
Phone: 509-324-6434
www.maximstaffing.com

ResCare Home Care

924 S. Pines suite #100
Spokane Valley, WA 99206
Phone: 509-847-0300
www.rescare.com

Robert Half (Office Team Accontemps)

601 W. Riverside Ave #960
Spokane, WA 99201
Phone: 509-747-9080
Fax; 509-747-2919
www.roberthalf.com

Medicalpros

420 W. Dean
Spokane, WA 99201
Phone: 509-323-3223
www.medicalpros.job

Spherion

1212 N. Washington St, #118
Spokane, WA 99201
Phone: 509-456-4944
Fax: 509-456-4955
www.spherion.com

Tradesman International

12928 E. Indiana Ave, #5
Spokane Valley, WA 99216
Phone: 509-228-0142
Fax: 509-228-0143
www.tradesmeninternational.com

Volt Workforce Solutions

1420 N. Mullan Rd #110
Spokane Valley, WA 99206
Phone: 509-891-7000
Fax: 509-228-0970
www.staffing.volt.com



CENTER FOR JUSTICE
EMPOWERING PEOPLE & COMMUNITIES

JUSTICE NIGHT

WALK-IN LEGAL CLINIC
TALK TO A LAWYER FOR FREE

EVERY 2ND THURSDAY OF THE MONTH

5:30 – 7:00 PM

**AT THE COMMUNITY BUILDING
35 WEST MAIN STREET**

2020 DATES:

**JANUARY 9
FEBRUARY 13
MARCH 12
APRIL 9
MAY 14
JUNE 11
JULY 9
AUGUST 13
SEPTEMBER 10
OCTOBER 8
NOVEMBER 12
DECEMBER 10**

We provide legal consultations in the following areas of law:

LFO'S (LEGAL FINANCIAL OBLIGATIONS)
SEAL/EXPUNGE/VACATE CONVICTIONS
FAMILY LAW
POLICE ACCOUNTABILITY
IMMIGRATION *

No Criminal Law

***PLEASE CALL AT LEAST 48 HOURS IN ADVANCE
FOR ANY IMMIGRATION AND/OR TRANSLATOR
SERVICES**

SAFE SPACE

I DID THE TIME.

ADVOCATING FOR SYSTEM CHANGE



I Did the Time supports individuals and families who are working to overcome barriers associated with past offenses while also engaging in legislative advocacy to ensure that people who have served their time in the criminal justice system have fair and just opportunities to rebuild and maintain a safe, stable and prosperous life upon reentering society.

- FAIR OPPORTUNITY FOR JOBS, HOUSING & HEALTH CARE
- WORKING TOGETHER TO RESTORE OUR DIGNITY & WORTH
- BUILDING STRONG COMMUNITIES
- ENDING MASS INCARCERATION



THE ISSUES WE ADVOCATE FOR:

- Fair Hiring & Housing Policies
- Legal Financial Obligation (LFO) Reform
- A Living Wage & Economic Opportunity
- Better Information about Restoring Civil Rights at Release
- Restorative Justice
- Smart Justice Reform
- Ending Racial Disparities
- Police Accountability
- Access to Fair & Person-Centered Mental Health & Substance Abuse Treatment
- Diversion for Behavioral Health Crises
- Community Review Board for Parole

Contact us to join our efforts
or receive our newsletter:
IDIDTHETIME@GMAIL.COM

Webpage:
<https://ididthetime.wordpress.com>

Phone | (509)998-8388

LIKE US ON FACEBOOK
www.facebook.com/Ididthetime

YOU HAVE THE RIGHT TO VOTE AGAIN

In 2009 the Washington legislature passed a law that automatically restores the right to vote to individuals convicted of felonies when they have completed their time in prison and have served any required community custody supervised by the State Department of Corrections.

If you were convicted in a federal court or a state court outside of Washington: Once you are no longer in prison, your right to vote is restored automatically.

If you were convicted in Washington State court: Once you are no longer under the authority of the Department of Corrections (off community supervision), your right to vote is restored automatically.

Register to vote at:
www.vote.wa.gov

PLEASE JOIN OUR MONTHLY
ADVOCACY MEETINGS!

THE 1ST WEDNESDAY OF THE
MONTH AT WEST CENTRAL
COMMUNITY CENTER
(1603 N BELT) AT 6PM

"I've been out for 5 years and nothing is different. My name is not even on my rental agreement."

HOUSING

"When the downtown businesses see me coming, they lock their doors. I've applied everywhere twice."

JOBS

OPPORTUNITY

"I came to the sad realization that if I couldn't get promoted at a fast food place I wasn't going to get far in life."

PURPOSE

"I feel so hopeless. I want to do something meaningful with my life but I hit a brick wall every time I try."

- Individuals with arrests or convictions are being unfairly discriminated against for employment and housing opportunities
- Currently 77 million people with arrest or conviction records living in America as a "minority class"
- The US has the highest incarceration rate in the world with nearly 2.4 million people currently in prison

OUR VISION

I Did the Time is a group of formerly arrested or convicted individuals, advocates and criminal justice professionals who strive to create a society where people with arrest and conviction records, who have served their time and focused their efforts on rehabilitation, are able to reenter society with support and respect from our families and communities. We envision a world where the formerly arrested or convicted have the opportunity to fully recover and reintegrate into society with safe and stable housing and meaningful occupations. We educate the public to reduce stigma associated with past offenses by engaging those who represent and support us in political action. Our democracy only works when we register as voters and engage with our elected officials to create system change. As part of the voting populace we have the civil right to ask our elected officials to serve our needs.

Our vision will be realized when we:

- Are provided opportunities in our community that honors us as people first and allows us to maintain recovery and achieve stability with a focus on redemption and forward progress.
- Are treated with dignity and worth from employers, housing providers, elected officials and community members.
- Become engaged in the political process and are valued for our unique expertise about how to better serve our population.
- Fully regain our civil rights.
- Can show society that forgiveness and guidance are far more beneficial to society as a whole than punishment and vengeance.
- Are able to obtain a variety of occupations based on our education, skills and personal values.
- Are valued as important and integral members of our neighborhoods and are welcomed to share in the community as a part of diversity.
- Have shown greater society that recovering from past criminal actions is not only possible; it's probable.
- Are able to live in a community that provides encouragement, hope and support and inspires its members to thrive.

Organizers of I Did the Time started a reentry housing program in 2015 in Spokane County. The program is called **Revive Reentry Services** and we are a DOC approved housing vendor and can accept vouchers. Have your counselor **call Bill Keizer at (509) 720-3295 to apply** if you are releasing to Spokane County. We also have options for people to self-pay, so you or a family member can also contact Bill if you need a release address and housing.

Work Opportunity Tax Credit (WOTC) application deadlines

In Washington state, employers must receive certification from the Employment Security Department in order to deduct the credit on their annual tax returns.

To be considered eligible for the Work Opportunity Tax Credit, employers and authorized representatives must submit applications within 28 days of the day the job applicant starts work.

If the 28-day deadline is approaching and you:

- Don't have the required documentation, you may submit completed IRS forms 8850 and 9061 and submit documentation up to 30 days from the date you submitted the application.
- Can't submit an application on this website (for example, technical difficulties), you may email or mail IRS Form 8850 to the address below. Make sure it's postmarked before the deadline, then submit it online — along with Form 9061 — up to 30 days from the date you submitted the application. The send or postmark date will preserve the timeliness of the application. **However, you must still then [submit the application online](#) to be processed.**

For more information, see [How to apply](#).

Mailing address:

Employment Security Dept. attn: WOTC
P.O. Box 9046
Olympia, WA 98507-9046

WOTC resources:

[WOTC home](#) | [Eligibility](#) | [How to apply](#)

For more information: Email ESDGPWOTC@esd.wa.gov or call 360-902-9326

Pre-Screening Notice and Certification Request for the Work Opportunity Credit

► Information about Form 8850 and its separate instructions is at www.irs.gov/form8850.

Job applicant: Fill in the lines below and check any boxes that apply. Complete only this side.

Your name _____ Social security number ► _____

Street address where you live _____

City or town, state, and ZIP code _____

County _____ Telephone number _____

If you are under age 40, enter your date of birth (month, day, year) _____

- 1 Check here if you received a conditional certification from the state workforce agency (SWA) or a participating local agency for the work opportunity credit.

- 2 Check here if **any** of the following statements apply to you.
 - I am a member of a family that has received assistance from Temporary Assistance for Needy Families (TANF) for any 9 months during the past 18 months.
 - I am a veteran and a member of a family that received Supplemental Nutrition Assistance Program (SNAP) benefits (food stamps) for at least a 3-month period during the past 15 months.
 - I was referred here by a rehabilitation agency approved by the state, an employment network under the Ticket to Work program, or the Department of Veterans Affairs.
 - I am at least age 18 but **not** age 40 or older and I am a member of a family that:
 - a. Received SNAP benefits (food stamps) for the past 6 months; **or**
 - b. Received SNAP benefits (food stamps) for at least 3 of the past 5 months, **but** is no longer eligible to receive them.
 - During the past year, I was convicted of a felony or released from prison for a felony.
 - I received supplemental security income (SSI) benefits for any month ending during the past 60 days.
 - I am a veteran and I was unemployed for a period or periods totaling at least 4 weeks but less than 6 months during the past year.

- 3 Check here if you are a veteran and you were unemployed for a period or periods totaling at least 6 months during the past year.

- 4 Check here if you are a veteran entitled to compensation for a service-connected disability and you were discharged or released from active duty in the U.S. Armed Forces during the past year.

- 5 Check here if you are a veteran entitled to compensation for a service-connected disability and you were unemployed for a period or periods totaling at least 6 months during the past year.

- 6 Check here if you are a member of a family that:
 - Received TANF payments for at least the past 18 months; **or**
 - Received TANF payments for any 18 months beginning after August 5, 1997, **and** the earliest 18-month period beginning after August 5, 1997, ended during the past 2 years; **or**
 - Stopped being eligible for TANF payments during the past 2 years because federal or state law limited the maximum time those payments could be made.

- 7 Check here if you are in a period of unemployment that is at least 27 consecutive weeks and for all or part of that period you received unemployment compensation.

Signature—All Applicants Must Sign

Under penalties of perjury, I declare that I gave the above information to the employer on or before the day I was offered a job, and it is, to the best of my knowledge, true, correct, and complete.

Job applicant's signature ► _____

Date _____

For Employer's Use Only

Employer's name _____ Telephone no. _____ EIN ► _____

Street address _____

City or town, state, and ZIP code _____

Person to contact, if different from above _____ Telephone no. _____

Street address _____

City or town, state, and ZIP code _____

If, based on the individual's age and home address, he or she is a member of group 4 or 6 (as described under *Members of Targeted Groups* in the separate instructions), enter that group number (4 or 6) ► _____

Date applicant:

Gave information _____ Was offered job _____ Was hired _____ Started job _____

Under penalties of perjury, I declare that the applicant provided the information on this form on or before the day a job was offered to the applicant and that the information I have furnished is, to the best of my knowledge, true, correct, and complete. Based on the information the job applicant furnished on page 1, I believe the individual is a member of a targeted group. I hereby request a certification that the individual is a member of a targeted group.

Employer's signature ► _____ **Title** _____ **Date** _____

Privacy Act and Paperwork Reduction Act Notice

Section references are to the Internal Revenue Code.

Section 51(d)(13) permits a prospective employer to request the applicant to complete this form and give it to the prospective employer. The information will be used by the employer to complete the employer's federal tax return. Completion of this form is voluntary and may assist members of targeted groups in securing employment. Routine uses of this form include giving it to the state workforce agency (SWA), which will contact appropriate sources to confirm that the applicant is a member of a targeted group. This form may also be given to the Internal Revenue Service for administration of the Internal Revenue laws, to the Department of Justice for civil and

criminal litigation, to the Department of Labor for oversight of the certifications performed by the SWA, and to cities, states, and the District of Columbia for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is:

- Recordkeeping** . . . 6 hr., 27 min.
- Learning about the law or the form** 24 min.
- Preparing and sending this form to the SWA** 31 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can send us comments from www.irs.gov/formspubs. Click on "More Information" and then on "Give us feedback." Or you can send your comments to:

Internal Revenue Service
Tax Forms and Publications
1111 Constitution Ave. NW, IR-6526
Washington, DC 20224

Do not send this form to this address. Instead, see *When and Where To File* in the separate instructions.



FACT SHEET

Fidelity bonds for workers

Some businesses require employees who handle cash or valuables to be bonded. The Employment Security Department’s Fidelity Bonding Program provides free bonds to workers who are denied coverage from a commercial carrier due to an arrest or conviction, a history of drug or alcohol abuse, poor credit or a dishonorable military discharge.

Benefits to employers

The Fidelity Bonding Program protects employers against employee theft, forgery, larceny and embezzlement. The bonds provide 100 percent coverage and have no deductible. The program makes it easier for “risky” job seekers to find jobs.

Free bond coverage available for “risky” job seekers

Fidelity Bonds are intended to reassure and provide an incentive to employers to take a chance on a job applicant who may be perceived as undesirable.

Benefits to applicants

Generally, any at-risk job applicant is bondable, including:

- Ex-offenders.
- Recovering alcohol and drug abusers.
- Welfare recipients.
- Individuals with poor credit history.
- Dishonorably discharged veterans.
- Economically disadvantaged individuals with little or no work experience.

Bond amounts, limitations and expirations

The six-month bonds are issued in increments of \$5,000 up to a total of \$25,000, based on the potential loss an employer might incur. Paperwork is minimal for job seekers and employers. Once the bond expires, the employer may purchase continuing coverage by contacting the national bonding program coordinator.

Bonds do not cover liability due to poor workmanship, job injuries, work accidents, bail bonds, court bonds or bonding needed for self-employment.

Results

In 2018, the department issued 40 bonds to employers for hiring applicants who couldn’t be bonded by commercial insurance carriers.



WASHINGTON STATE BOND CERTIFICATION FORM

MAIL or EMAIL to: Clancy Mullins / State Bonding Coordinator
Employment Security Department
PO Box 9046
Olympia, WA 98507-9046
Telephone: 360-902-9691
cmullins@esd.wa.gov

JOB PLACEMENT AGENCY

NAME - _____

ADDRESS - _____

CITY/STATE/ZIP - _____

EMPLOYER RECEIVING BOND

COMPANY/AGENCY NAME - _____

UBI - _____

CONTACT PERSON NAME - _____

PHONE NUMBER - _____

ADDRESS - _____

CITY/STATE/ZIP - _____

WORKER COVERED BY BOND (please print clearly)

LAST NAME - _____ FIRST NAME - _____

BOND EFFECTIVE DATE / / SOC. SECURITY # _____
MO / DAY / YEAR

STATUS: *Veteran* ___ *WorkFirst* ___ *Ex-Offender* ___ *Credit Risk* ___ *Other* ___

BOND INSURANCE AMOUNT REQUESTED

NEW _____ \$ _____,000

(\$5, \$10, \$15, \$20, \$25K)

SIGNATURE (must be signed by originator and legible)

() _____
TELEPHONE #

WASHINGTON STATE BONDING PROGRAM -

The following “Washington Bonding Program” and “Question and Answer” sheet is provided and intended as general program information.

Short History –

Since 1966 the U.S. Department of Labor has provided direct Federal financing of fidelity bonds under the Federal Bonding Program. The Employment Security Department (ESD) was the primary delivery system for bonding services as a unique placement tool. Beginning January 1, 1998, due to reduced federal funding for special projects and the decentralization of employment and training authority, the Federal Bonding Program dependence on direct Federal funding was phased out and individual states were given the opportunity to establish and coordinate the delivery and issuance of fidelity bonds. The ESD continues to fund the program under the name of the Washington Bonding Program (WBP).

What is the Washington Bonding Program? –

This program provides, at no cost to the employer or applicant, individual fidelity bonds to employers for applicants who are, or may be, denied coverage by commercial carriers because of their at-risk status. The fidelity bonds issued by the WBP function as an employer job-hire incentive.

These bonds come from the Travelers Insurance Company and provide employers protection against employee dishonesty. The bond insurance covers any loss resulting from any form of stealing by employees, including theft, forgery, larceny and embezzlement. It does not cover liability due to poor workmanship, job injuries or work accidents. It is not a bail bond or court bond for the legal system, nor is it a contract bond, performance bond or license bond necessary to be self employed.

Who is eligible and what jobs are covered? –

Bond coverage is provided for any person whose background usually leads employers to question their honesty and deny them a job, so almost anyone who cannot get a job without bonding is eligible for help by the WBP.

Any job at any employer can be covered by the bond. The job can be full-time or parttime, in the private sector or public sector, at profit-making or non-profit organizations, or at a temp agency paying wages to an employee assigned elsewhere.

WASHINGTON BONDING PROGRAM

(Frequently Asked Questions)

Q. What is the Washington Bonding Program?

A. The Washington Bonding Program provides individual fidelity bonds, at no cost for workers who are (or may be) denied coverage by commercial carriers.

Q. What is a fidelity bond?

A. It is insurance used to pay employers for loss of money or property due to dishonest acts of their employees. The fidelity bonds issued under the Washington Bonding Program are insurance policies of the Travelers Property Casualty insurance company.

Q. What are the program's limits?

A. The worker must not be eligible for a bond from a normal insurance carrier. The worker must meet the state's legal age for working -- there are no upper age limits. Workers must be paid wages with Federal taxes automatically deducted from pay. Self-employed persons cannot be covered. The job must be available for at least 6-months. The employee applicant must not have a default on a prior Washington issued bond.

Q. Can the program's fidelity bond coverage exist forever?

A. No, the purpose of the program's bond is to help at-risk applicants obtain employment. The bond insurance is free-of-charge to the employer for sixmonths.

Q. What is maximum and minimum coverage under the Washington Bonding Program?

A. The minimum coverage is \$5,000 up to a maximum of \$25,000 issued in \$5,000 increments. In most cases, the program issues \$5,000 in coverage with no deductible for the employer.

Q. Can the Washington Bonding program issue any other type of bond, such as bail bond, performance bond, or contract bond?

A. No. The Washington Bonding Program bond: (a) requires an employer-employee relationship; and (b) covers only dishonest acts. It does not cover employer liabilities, for example; accidents, poor workmanship, or injuries.

Q. Can the program provide bonding for an employee in a job where bonding was not previously an employment requirement?

A. Yes, if the employer can prove that the job is one that poses the risk of significant loss or damage.

Q. Can the program issue the Bond at any time?

A. No, the employer must offer the applicant a job and set a date for the worker to start employment. The employment start date is the effective date of the bond insurance, which will terminate six months later.

Q. Who can request the fidelity bond?

A. The employer of record can request a bond. The request can be made by completing the Bond Certification Form and sending in by;
mail: State Bonding Coordinator
Employment Security Department

P. O. Box 9046
Olympia, WA 98507-9046

email: esdgpwotc@esd.wa.gov

Q. What do you have to do to get Bonding Services?

A. Complete the Washington State Bond Certification Form and mail or email to the bonding coordinator. For any questions the requestor can contact the Bonding Coordinator, Clancy Mullins at 360/902-9691 or email; esdgpwotc@esd.wa.gov



Success on the Job Recipe

- ◆ Always seek ways to add value in your job
- ◆ Be on time and ready for work
- ◆ Be sure you understand the expectations of your manager
- ◆ Regularly ask for, and act promptly on feedback
- ◆ Obtain complete information on all assignments
- ◆ Complete all work on time & within budget
- ◆ Research problems before escalating them
- ◆ Do not cause increased costs, or risk
- ◆ Do not cause disruptions of operations or output
- ◆ Volunteer for teams or committees if you can make a contribution, and then deliver
- ◆ Be a lifelong learner, continuously upgrading your knowledge & skills

Life Goals

“If you can dream it, you can do it.” Walt Disney

Imagine your successful life in 20 years? Write a short paragraph that paints a picture of you future successful life:

Looking back; what are some of the actions you took and things you did that contributed to this successful life? List some actions that you think might contribute to achieving this successful life:

List things that you will need to accomplish in the near term (next 2 years), Mid-term (2 to 5 years), and long term (5-15 years) to achieve the life of your dreams (no lottery wins please).

Short Term:

Mid-Term:

Long Term:

New Employer Research

You have a new job. Prior to day 1 you need to do extensive research to prepare yourself for a successful start.

Use additional sheets as necessary.

Company Mission:

Vision:

Values:

How does this new position produce value for my employer?

What are the most important functions of my new job that add value?

What skill, knowledge, and other attributes do I currently bring that will enable me to add value on the job?

What new things do I need to learn to enable me to increase my ability to add value?



Skills and Abilities

Self-management skills checklist

- Academic
- Accurate
- Active
- Achievement-oriented
- Adaptable
- Adept
- Adventurous
- Aggressive
- Alert
- Ambitious
- Analytical
- Appreciative
- Articulate
- Artistic
- Assertive
- Astute
- Attentive
- Authentic
- Aware
- Bold
- Broadminded
- Businesslike
- Calm
- Candid
- Capable
- Careful
- Cautious
- Cheerful
- Clear-thinking
- Clever
- Composed
- Competent
- Competitive
- Communicative
- Concerned
- Confident
- Conforming
- Conscientious
- Conservative
- Considerate
- Consistent
- Constructive
- Conventional
- Cool
- Cooperative
- Courageous
- Creative
- Critical
- Curious
- Daring
- Decisive
- Dedicated
- Deliberate
- Democratic
- Dependable
- Detailed
- Determined
- Dignified
- Diligent
- Diplomatic
- Disciplined
- Dominant
- Discreet
- Discriminating
- Driving
- Dynamic
- Eager
- Easy going
- Economical
- Eccentric
- Effective
- Efficient
- Emphatic
- Energetic
- Enterprising
- Enthusiastic
- Exacting
- Exceptional
- Experienced
- Expert
- Expressive
- Extravagant
- Exhibitionistic
- Fair minded
- Farsighted
- Firm
- Flexible
- Focused
- Forgiving
- Formal
- Frank
- Friendly
- Gentle
- Generous
- Gets-along
- Good-natured
- Gracious
- Hard-worker
- Healthy
- Helpful
- High energy
- Honest
- Humanistic
- Humorous
- Idealistic
- Imaginative
- Impulsive
- Independent
- Industrious
- Informal
- Ingenious
- Innovative
- Inquisitive
- Insightful
- Inspiring
- Integrity
- Intellectual
- Intelligent
- Intuitive
- Inventive
- Kind
- Knowledgeable
- Leader
- Learn quickly
- Light hearted
- Likable
- Logical
- Loyal
- Mature
- Meets deadlines
- Methodical
- Meticulous
- Mild-mannered
- Moderate
- Modest
- Motivated
- Natural
- Neat
- Negotiator
- Objective
- Obliging
- Open-minded
- Opportunistic
- Optimistic
- Orderly
- Organized
- Original
- Outgoing
- Outstanding
- Painstaking
- Patient
- Peaceable
- Penetrating
- Perceptive
- Perfectionist
- Persevering
- Persistent
- Philosophical
- Pioneering
- Planner
- Pleasant
- Posed
- Polite
- Positive
- Practical
- Precise
- Pride
- Problem solver
- Productive
- Proud
- Prudent
- Punctual
- Purposeful
- Quick
- Quiet
- Rational
- Realistic
- Reasonable
- Reflective
- Relaxed
- Reliable
- Reserved
- Responsive
- Resourceful
- Respectable
- Responsible
- Risk Taking
- Robust
- Sense of Humor
- Sensible
- Sensitive
- Sentimental
- Serious
- Sharp-witted
- Shrewd
- Sincere
- Sociable
- Sophisticated
- Spontaneous
- Spunky
- Stable
- Steady
- Strong
- Successful
- Supportive
- Sympathetic
- Tactful
- Take initiative
- Teachable
- Team worker
- Tenacious
- Think Quickly
- Thoughtful
- Thorough
- Thrifty
- Tidy
- Tolerant
- Tough
- Trusting
- Trustworthy
- Unassuming
- Uncommon
- Understanding
- Unexcitable
- Uninhibited
- Unique
- Unusual
- Verbal
- Versatile
- Vigorous
- Visionary
- Warm
- Well-organized
- Wholesome
- Willing to learn
- Wise
- Witty



Example	
1. Dependable	I have received two monthly awards for perfect attendance.
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	

HOW STORIES CAN HELP YOU SUCCEED IN A JOB INTERVIEW

RISMEDIA, January 6, 2011- People don't remember numbers or excessive facts, but they do remember a good story. So it makes sense that if you're telling and using stories in your job search and interviews, people are going to remember you, too.

Pioneered by Robert J. Gerberg, senior consultant at SET, a personal marketing firm working with executives, professionals and managers seeking \$100,000 or more, the techniques is something SET teaches clients to use. And according to Gerberg, job seekers who tell good stories get real results.

"The idea is to create stories demonstrating the benefits you bring," Gerberg said. Based on findings from more than 5,000 successful client job searches, Gerberg added simply listing skills and experience isn't enough in today's job market. "You must add interest beyond your credentials," he said.

Why is using action-driven stories so beneficial in job interviews? Here are five crucial reasons SET found:

- **They are remembered.** People forget the skills and strengths you mention just an hour after an interview ends, but days later, they still remember stories about how you used those strengths.
- **They give you a lot of credibility.** Anyone can claim they have certain skills and strengths, but when you can back them up with stories of how you used them to contribute, your credibility increases tenfold.
- **You're not 'overselling.'** To prepare hard-hitting stories, people need to be specific about the challenges they faced, the precise actions they took to get things done and the outcome. As a result, you are very accurate- neither overstating nor understating your role.
- **It creates a mental picture of how you will contribute.** Employers get a firm grasp of the way you operate and how your approach would work for them. It's easier for them to envision you addressing their problems and challenges in the same way you solved similar situations for past employers.
- **You reshape the job to fit you.** When you come prepared with seven or eight stories, chances are one or more will be about a strength they haven't specified for the job. You can bring up any of the skills or strengths they haven't asked about, tell your story and persuade them to add it to their criteria. This stacks the odds in your favor because no other candidates will think to do it.

APPLICATION FOR EMPLOYMENT

This generic application is provided by WorkSource Washington. This form complies with federal and state laws against discrimination; however, employers using this form should check local ordinances. WorkSource Washington and Washington State Employment Security are not responsible for the misuse of information provided on this form. Provide all information requested by printing in ink or typing. Use the 'TAB' key to move through the document.

GENERAL INFORMATION

Name (Last)	(First)	(Middle Initial)	Home Telephone () -
Address (Mailing Address)	(City)	(State)	(Zip) Other Telephone () -
E-Mail Address		Are you legally entitled to work in the U.S.? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

POSITION

Position Or Type Of Employment Desired	Will Accept: <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary	Shift: <input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Rotating
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Salary Desired	Date Available	

EDUCATION AND TRAINING

High School Graduate Or General Education (GED) Test Passed? Yes No
 If no, list the highest grade completed

College, Business School, Military (Most recent first)

Name and Location	Dates Attended Month/Year	Credits Earned		Graduate	Degree & Year	Major or Subject
		Quarterly or Semester Hours	Other (Specify)			
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		

Occupational License, Certificate or Registration	Number	Where Issued	Expiration Date
Occupational License, Certificate or Registration	Number	Where Issued	Expiration Date
Occupational License, Certificate or Registration	Number	Where Issued	Expiration Date

Languages Read, Written or Spoken Fluently Other Than English

VETERAN INFORMATION (Most recent)

Branch of Service	Date of Entry	Date of Discharge
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SPECIAL SKILLS (List all pertinent skills and equipment that you can operate)

(Maximum 300 characters)

WORK EXPERIENCE (Most Recent First) (Include voluntary work and military experience)

Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor
		Reason For Leaving
Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor
		Reason For Leaving
Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
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Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor
		Reason For Leaving
Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor
		Reason For Leaving

I certify the information contained in this application is true, correct, and complete. I understand that, if employed, false statements reported on this application may be considered sufficient cause for dismissal.

Signature of Applicant _____ Date _____

Interviewer's Comments:

Name: _____ ID or SSN: _____ **Keep this log for your records***

Instructions: Please use dark ink only. Do not send your logs to us unless we ask for them. You must complete a log for each week you claim unemployment benefits. You must have a combined total of three employer contacts or approved job-search activities each week. Keep your logs. * **We may review them any time up to 60 days past the end of your benefit year or up to 30 days after receiving any benefits, whichever is later.** We may call the employers listed to verify that you contacted them for work. Providing false information is fraud that can result in a denial of your unemployment benefits and additional penalties.

You can get more logs at your local WorkSource office or online at www.esd.wa.gov/job-search-log. If you apply online or respond to a newspaper ad, please attach a copy of the confirmation notice or ad if available. Refer to your Handbook for Unemployed Workers for further instructions on completing this log.

Contacts and job-search activities		Keep this log for your records				
CONTACT 1 <small>Staff use only</small>	<input type="checkbox"/> SKIES <input type="checkbox"/> SKIES	FOR EMPLOYER CONTACT, check one AND list position or type of work applied for: <input type="checkbox"/> Application/résumé <input type="checkbox"/> Interview <input type="checkbox"/> Inquiry Position: How contacted: <input type="checkbox"/> Online/email <input type="checkbox"/> Fax <input type="checkbox"/> In person <input type="checkbox"/> Mail <input type="checkbox"/> Kiosk <input type="checkbox"/> Telephone <input type="checkbox"/> Other (describe):..... FOR WORKSOURCE ACTIVITY, briefly describe:	If employer contact was in person, by kiosk or by telephone, you MUST complete this section. Employer Telephone (.....) Address City State Name or position of person contacted			
	<input type="checkbox"/> Employer contact OR <input type="checkbox"/> WorkSource activity	If employer contact was made online, by email, by fax or by newspaper, you MUST complete the appropriate information in this section. Employer name (if provided)Website or email Job reference number If fax, provide the fax number (.....) Newspaper name Publication date				
CONTACT 2 <small>Staff use only</small>	<input type="checkbox"/> SKIES <input type="checkbox"/> SKIES	FOR EMPLOYER CONTACT, check one AND list position or type of work applied for: <input type="checkbox"/> Application/ résumé <input type="checkbox"/> Interview <input type="checkbox"/> Inquiry Position: How contacted: <input type="checkbox"/> Online/email <input type="checkbox"/> Fax <input type="checkbox"/> In person <input type="checkbox"/> Mail <input type="checkbox"/> Kiosk <input type="checkbox"/> Telephone <input type="checkbox"/> Other (describe):..... FOR WORKSOURCE ACTIVITY, briefly describe:	If employer contact was in person, by kiosk or by telephone, you MUST complete this section. Employer Telephone (.....) Address City State Name or position of person contacted			
	<input type="checkbox"/> Employer contact OR <input type="checkbox"/> WorkSource activity	If employer contact was made online, by email, by fax or by newspaper, you MUST complete the appropriate information in this section. Employer name (if provided)Website or email Job reference number If fax, provide the fax number (.....) Newspaper name Publication date				
CONTACT 3 <small>Staff use only</small>	<input type="checkbox"/> SKIES <input type="checkbox"/> SKIES	FOR EMPLOYER CONTACT, check one AND list position or type of work applied for: <input type="checkbox"/> Application/ résumé <input type="checkbox"/> Interview <input type="checkbox"/> Inquiry Position: How contacted: <input type="checkbox"/> Online/email <input type="checkbox"/> Fax <input type="checkbox"/> In person <input type="checkbox"/> Mail <input type="checkbox"/> Kiosk <input type="checkbox"/> Telephone <input type="checkbox"/> Other (describe):..... FOR WORKSOURCE ACTIVITY, briefly describe:	If employer contact was in person, by kiosk or by telephone, you MUST complete this section. Employer Telephone (.....) Address City State Name or position of person contacted			
	<input type="checkbox"/> Employer contact OR <input type="checkbox"/> WorkSource activity	If employer contact was made online, by email, by fax or by newspaper, you MUST complete the appropriate information in this section. Employer name (if provided)Website or email Job reference number If fax, provide the fax number (.....) Newspaper name Publication date				

For official use only	Week being verified	Entitlement	<input type="checkbox"/> Reschedule	WS office name or #	Claims Center #	Staff initials
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Job-Search Log for the week ending (Mo/Day/Yr) _____ / _____ / _____

Keep this log for your records*

Name: _____ ID or SSN: _____

Instructions: Please use dark ink only. Do not send your logs to us unless we ask for them. You must complete a log for each week you claim unemployment benefits. You must have a combined total of three employer contacts or approved job-search activities each week. Keep your logs. * **We may review them any time up to 60 days past the end of your benefit year or up to 30 days after receiving any benefits, whichever is later.** We may call the employers listed to verify that you contacted them for work. Providing false information is fraud that can result in a denial of your unemployment benefits and additional penalties.

Contacts and job-search activities		Keep this log for your records				
CONTACT 4 <input type="checkbox"/> SKIES Staff use only	Contact date (Mo/Day/Yr) <input type="checkbox"/> Employer contact OR <input type="checkbox"/> WorkSource activity	FOR EMPLOYER CONTACT, check one AND list position or type of work applied for: <input type="checkbox"/> Application/ résumé <input type="checkbox"/> Interview <input type="checkbox"/> Inquiry Position: How contacted: <input type="checkbox"/> Online/email <input type="checkbox"/> Fax <input type="checkbox"/> In person <input type="checkbox"/> Mail <input type="checkbox"/> Kiosk <input type="checkbox"/> Telephone <input type="checkbox"/> Other (describe): FOR WORKSOURCE ACTIVITY, briefly describe:	If employer contact was in person, by kiosk or by telephone, you MUST complete this section. Employer Telephone (.....) Address City State Name or position of person contacted If employer contact was made online, by email, by fax or by newspaper, you MUST complete the appropriate information in this section. Employer name (if provided) Website or email Job reference number If fax, provide the fax number (.....) Newspaper name Publication date			
	CONTACT 5 <input type="checkbox"/> SKIES Staff use only	Contact date (Mo/Day/Yr) <input type="checkbox"/> Employer contact OR <input type="checkbox"/> WorkSource activity	FOR EMPLOYER CONTACT, check one AND list position or type of work applied for: <input type="checkbox"/> Application/ résumé <input type="checkbox"/> Interview <input type="checkbox"/> Inquiry Position: How contacted: <input type="checkbox"/> Online/email <input type="checkbox"/> Fax <input type="checkbox"/> In person <input type="checkbox"/> Mail <input type="checkbox"/> Kiosk <input type="checkbox"/> Telephone <input type="checkbox"/> Other (describe): FOR WORKSOURCE ACTIVITY, briefly describe:	If employer contact was in person, by kiosk or by telephone, you MUST complete this section. Employer Telephone (.....) Address City State Name or position of person contacted If employer contact was made online, by email, by fax or by newspaper, you MUST complete the appropriate information in this section. Employer name (if provided) Website or email Job reference number If fax, provide the fax number (.....) Newspaper name Publication date		
CONTACT 6 <input type="checkbox"/> SKIES Staff use only		Contact date (Mo/Day/Yr) <input type="checkbox"/> Employer contact OR <input type="checkbox"/> WorkSource activity	FOR EMPLOYER CONTACT, check one AND list position or type of work applied for: <input type="checkbox"/> Application/ résumé <input type="checkbox"/> Interview <input type="checkbox"/> Inquiry Position: How contacted: <input type="checkbox"/> Online/email <input type="checkbox"/> Fax <input type="checkbox"/> In person <input type="checkbox"/> Mail <input type="checkbox"/> Kiosk <input type="checkbox"/> Telephone <input type="checkbox"/> Other (describe): FOR WORKSOURCE ACTIVITY, briefly describe:	If employer contact was in person, by kiosk or by telephone, you MUST complete this section. Employer Telephone (.....) Address City State Name or position of person contacted If employer contact was made online, by email, by fax or by newspaper, you MUST complete the appropriate information in this section. Employer name (if provided) Website or email Job reference number If fax, provide the fax number (.....) Newspaper name Publication date		

For official use only	Week being verified	Entitlement	<input type="checkbox"/> Reschedule	WS office name or #	Claims Center #	Staff initials
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Cover Letters

Cover letters do not have to be intimidating. The three main purposes of a cover letter are to let the employer know what position you are applying for, why you should be selected for an interview, and how to contact you. It is acceptable pre-write a cover letter but be sure to revise it for individual positions and companies. Use the company's job description verbiage in cover letters you send. Don't sabotage your chances by sending one cover letter to every position. If possible get a name to make the letter more personal.

Paragraph 1

Let the employer know why you are writing, what are you applying for, and how you heard about the position. Don't make them guess. They don't have time. Utilize networking by including the name of a mutual contact if you have one, but make sure it is okay first., Be clear and concise. Your goal is to convince the reader they should grant you an interview.

Paragraph 2

Describe what you have to offer. Make strong connections between your abilities and the employer's needs. Read their job descriptions carefully. They give insight to who the employers want., you have an average of 500 skills and abilities to offer an employer at any given time. Show them how you would be an asset to their organization. Show passion for the job. Talk about how your skills and experience match the specific position you are applying for. Don't repeat what is on your resume. Support each statement you make with a piece of evidence. Your letter should be easy to read. Look at everything from the employer's perspective.

Paragraph 3

Thank the employer for considering you for the position. Make sure you give them your contact information.

Close

Respectfully yours,

Handwritten signature for a hard copy letter

Typed signature for electronic letter

Make sure your email address is appropriate or have one specifically for work search

Make sure your telephone greeting is professional, avoid controversial music

Hello, My name is _____.

I'm very interested in your _____ position.

(Employment Goal)

I have _____ years experience.

- | _____.
- | _____.
- | _____.
- | _____.

Transferrable Skills

Thank you

Resume Writing:

Objective/ Purpose Statement

- To obtain employment the _____ field where my present skills and abilities may be utilized to their fullest potential.
- Seeking a challenging opportunity to contribute to the growth of a progressive organization utilizing experience, skills, and abilities.
- Seeking a position where hard work, dependability and trust are a definite plus or requirement.
- Seeking a position using previous skills, training, and experience to enhance the productivity of _____(name the company). Ideally this position will take advantage of my ability to _____ and _____.
- Dependable, motivated individual who learns quickly seeking employment to utilize skills, abilities, experience, and training.
- Seeking a career opportunity in the field of _____ where I can utilize mt excellent communication and public relation skills.
- Dependable career-minded person with high aptitude and interest in _____ seeking a position to utilize skills, abilities, experience, and knowledge.
- A highly motivated and skilled employee seeks a position to utilize skills, abilities, and experience.
- Dependable, well-organized, creative individual seeks and opportunity to use skills with a (name the company) to help foster company growth and excellence.
- Motivated, energetic person seeking employment opportunity utilizing skills and abilities while furthering education within the field.
- To obtain a permanent career position that will best utilize my skills, talents, and experience.
- Hard worker seeks a position in the field of _____ and to utilize my considerable skills, talents, and abilities.
- To secure employment in a field where my skill and abilities may be used to their fullest potential and where growth within the company is possible.
- To secure employment that would allow me to utilize mt present skills and possibly provide further training.
- A dedicated and focused employee who excels at prioritizing, completing multiple tasks and follow through to achieve project goals seeking a role of increased responsibility and authority.
- A reliable, dependable and motivated employee who takes pride in meeting and exceeding customers' expectations while enhancing company reputation seeking full time employment.

Personal Attributes (pick 3)

- Able to work effectively and efficiently in a fast-paced work environment with a high degree of accuracy and attention to detail.
- Works well independently and with others to achieve objective and meet deadlines with minimal supervision
- Enjoy working in a harmonious, team-orientated environment where a superior work ethic is fostered.
- Works well with others and leads by example to create positive work environment.
- Hard working team player with a positive attitude who takes pride in his/her work and strives for excellence.
- Excellent communication skills with supervisors, co-workers, and customers.
- Able to work cohesively with others, take directions well, and use problem solving skills to resolve workplace dilemmas.
- Intelligent, flexible, and compassionate person driven to meet and exceed goals.
- A respectful, hard-working, and highly capable employee who is trustworthy. Able to work comfortable with or without supervision.
- A respectful, conscientious, and loyal employee with an impressive safety record.
- A willing and enthusiastic worker who enjoys learning new things and quickly putting new ideas or concepts to practical use.
- Able to take or give directions in a positive manner.
- A hard worker with high standard, who pays attention to detail. Is reliable, and determined to get the job done on time, every time.
- Able to follow directions, learns quickly and complete tasks using multiple methods to ensure quality production and customer service.
- Demonstrated problem solving skills in the field of _____.
- An outgoing, focused and devoted employee who readily accepts all work assignments with a positive attitude.
- A detail-orientated, confident team player who learns quickly and brings a high degree of enthusiasm to each and every effort. Able to build strong working relationships with co-workers and customers.
- Able to think with clarity, learn quickly and adapt to new situation. Consistently meets the requests of employers and customers alike in a prompt and professional manner.
- Superior time management skills with the ability to remain focused and task orientated: self-motivated. Energetic, organized, and flexible.
- Superior work standards and excellent communication skills including leadership, negotiation, conflict resolution, and crisis intervention.
- Able to complete tasks, follow directions and learn quickly whether working alone or with others.
- A hard-working employee who readily accepts assignments in a prompt and professional manner, remains focused, is consistent and stays motivated and energetic

Summary of Qualification (Examples-not for copying_ these are to show you how to start your sentences- see job descriptions for your field of work)

Job skills- Working with Things, people, information, and ideas. Include years of experience if it is one year or more.

- Dependable, highly motivated employee with _____ years of experience in almost all phases of construction including framing, drywall, electrical, roofing, and finish carpentry.
- Two years of experience in warehouse settings where I palletized, package, and loaded products for shipment, processed incoming shipments, kept accurate inventory control, and ordered materials as needed.
- Four Year's experience managing a fast food restaurant. Hired and supervised up to 20 employees at a time, trained new workers, delegated tasks, organized schedules, ordered supplies, kept accurate records, and tracked and deposited large amounts of cash. Also responsible for staff disciplinary actions, customer relations, and providing continuous quality control.
- A wealth of experience in the culinary field working for various upscale restaurants where I prepared a variety of fine food and safely operated meat slicers, sharp cutlery, hot grills, and deep fryers. Skilled in the preparation of several specialty dishes, including _____.
- Knowledgeable in the janitorial business with the duties that included vacuuming, mopping, waxing, buffing, and stripping floors. Also skilled in the proper mixture and storage of cleaning chemicals.
- Possess computer use skills in Microsoft Office, including Word for creating documents, memos, reports. Access: able to create tables, forms and query's, knowledgeable in data entry and Excel able to create spreadsheets and formulas for calculations and data analysis.
- Demonstrated abilities as a groundskeeper and maintenance worker. Safely operated a small vehicle use for plowing snow and hauling lumber, refuse, and other materials. Also painted building interiors and completed various carpentry projects and general repairs.
- Ten plus years of ever-increasing responsibilities in the cooking field as a line/broiler/sauté chef. Highly practiced skills in complete kitchen management from ordering supplies, menu planning, staff supervision, and constant vigilance in maintain the highest degree of adherence to the safe and sanitary preparation of food. Dedicated to preparing and presenting the finest cuisine.
- Able to demonstrate skills in the clerical field to include excellence in bookkeeping, data entry, operating multi-line phones and filing.
- An ambitious and dedicated employee with demonstrated abilities in the safe operation of delivery trucks and vans: received several safety commendations.
- A highly organized and dedicated employee who is proficient in basic accounting and management duties.
- Over two years of education in mechanical drafting. Able to conceptualize and draw mechanical parts, illustrate how the parts work together, and read blueprints.

RESUME DRAFT

Name: _____

City/State

Phone

E-Mail Address

Objective (targeted to position)

Personal Attributes

Summary of (Qualifications or Skills)

- _____

- _____

- _____

- _____

Employment History

Employer name

Dates: from- to

Job Title

Employer name

Dates: from- to

Job Title

Employer name

Dates: from- to

Job Title

Employer name

Dates: from- to

Job Title

60-second (or less) Commercial Samples

Teller with customer-service experience

Hello. My name is Linda Bailey. I'm seeking a position as a bank teller. I have two years of experience as a teller, in addition to more than three years working in customer service and handling cash transactions. I get along well with customers, co-workers and supervisors. I'm a dedicated, efficient team player. I enjoy serving people and perform my work with courtesy. I'm an excellent problem-solver, very accurate, work easily with large numbers, and can operate a 10-key by touch. I receive an employee recognition award for outstanding attendance and for maintaining a daily reconciliation of 100 percent error-free cash drawer.

Experience in warehouse

Good afternoon. My name is Jerry Suarez. I'm seeking a position as a forklift driver in a warehouse environment. I've been operating forklifts as part of my regular job duties for the last eight years. I've actively participated in and successfully completed a safety course for forklift operators and have been certified as a safety instructor. I can maneuver large equipment safely and effectively in tight spaces and have never had an accident I'm proficient in warehouse cataloging methods, packaging requirements and standard weight requirements when palletizing boxes and other materials, I have the ability to properly and accurately complete and maintain shipping and receiving records and other standard warehouse documentation.

Excellent retail sales and management skills

Hello. My name is Gloria Winters. I'm seeking a position in the retail field. I have over three years of experience as a salesperson and two years of experience as an assistant manager. I dealt with up to 75 customers daily, providing prompt and courteous service. As an assistant manager, I was authorized to carry all keys, open and close the facility, and had access to safes and personnel records. I also trained employees in cashiering, customer service and inventory procedure. I received an "Employee of Year" award from Fashion Trends for developing a new procedure for theft control that reduced losses by 15 percent. I'm able to handle challenges, and my former employers will verify that I work independently or as a team member.

No previous employment experience

Hi. My name is Sharon Wong. My career goal is a position as an administrative assistant coordinating, analyzing and planning budgets. During the last 10 years, I've coordinated for fundraising activities of the local Parent Teachers Association (PTA), successfully raising \$8,000 for two years. I've organized and managed my family budget for 17 years. I've also developed interpersonal skills during 10 years' experience with PTA and by volunteering at my church. These positions sharpened my skills of persuading adults to contribute time and money to communication between family members and can retain a sense of humor in tense situations.

Great way to use bullets to highlight skills: cover-letter potential

Good afternoon. My name is Tom Price. I'm seeking work as a loan officer. My 12-plus years in commercial and residential lending can benefit your company while expanding into a new region with unique lending guidelines and regulations. Key elements that I would bring to your company include:

- The ability to build a client base from ground zero;
- Experience maintain a hi-profile clientele in two major states; and
- Eight years as operations manager with a mortgage company closely comparable in size and mission to "People Mortgage."

Other qualities I possess include integrity, intelligence, high energy and a range of abilities. I've also been recognize as one who embraces creativity and new ideas.

Generic commercial using transferrable skills

Hello! My name is Shane O'Moore. My work career has been characterized by several qualities that have made me a valuable employee.

- I have excellent customer service skills — while working for WYZ Company I won Customer Service Awards Several times in each of the five years I worked for them.
- I am reliable — when working as a widget maker for the castell company I was part of a team that depended on everyone showing up to do their part. I only missed one day in two years due to illness. When one of my team mates did not show up, my team leader could depend on me to pick up my share of the work without grumbling, for which I received a Teamwork Award.
- I am a problem solver — in my whole career I have always looked for ways to identify and solve problems. When working as a driver for local Transportation, the route I inherited routinely took longer than the time designated. I redesigned my route so that I eliminated 30 minutes off the route time, allowing me the ability to take on new customers

I help people to see their personal value and their value in contributing their best selves towards a career, which leads to dignity and purpose

I help people bring more laughter into their lives so they can have a better quality of life

Hope is built within you

I provided people hope and value to change their trajectory

Someone to believe in them where they are and where they want to go

People Like Me

People like me don't have careers
Nobody's ever going to convince me that I'm going to be somebody someday
Street Creed
Is more valuable to me than
My job
My life will be defined by
Those who doubt me
I know there are some out there
Looking up to me
I'll let those grad students and do-gooders be
Future leader and policymakers
Because me? I'm just one of a long line of
Statistics
Who knows? Maybe I'll even study
But it won't affect how my life is going to turn out
People tell me I can't succeed
Because they can't see past my criminal history
They say
I don't care enough
And I will go to prison
I'm the last person in my family that's going to be successful
I am aware of the skills and talents I possess
This is my destiny

I reignite the flame of hope in people

Give people hope that they can live a great

I help motivate people

I give hope to people @ the lowest time in their life. Help build careers

I like making a difference and when I know I've really helped someone; it actually helps me too. And to be able to find humor in any situation

We guide and motivate those embarking on a new journey

I am a trajectory changer

I encourage/lead my team to be the best career coaches to help job seekers achieve their dreams

Now read this from the bottom up. It is all about perspective.

I help people achieve their goals & help them achieve dreams

I'm a person that cares. (I care so they feel valued.)

Teach people to walk a new path in life

I'm a person who makes a difference

I help make people happier as they begin a new journey

I welcome people who start a new path

I encourage people that they can handle technology

David -- See my Humanity

I was steep in trauma and gravitated to the gangs

At 16 they threw me away (David was put in prison as an adult at 16 years old)

Right away an older man came up to me and said, "You can be a sheep or you can be a wolf.

Sheep get eaten".

For me, aggression, in my mind was life or death

There were no youth offender programs at that time

I was violent.

I got into fights.

I earned lots of hole time.

Several years later a couple of volunteers showed me empathy.

They really saw me.

I never had empathy before.

There was no reference point for me.

Strings? I couldn't find them.

You cannot unsee empathy.

The reason I was able to do what I did was that nobody cared.

Those volunteers stayed with me. They shared their lives. They showed me their vacation pictures.

There was no programming available for me in the prison

I had too much time

So I educated myself and started mentoring

I had value

I thought I was a throw away before

I realized that I could have value even if I never get out of this box.

I changed 15, 16, years before -- Even when I wasn't going home.

In 2014 it was decided that after 20 years, people could petition for release if they were imprisoned as juveniles

I spent from age 16 to 41 incarcerated.

I was granted my release.
It was a blessing

I volunteered after release and got a part time job in marketing.

I became a marketing director and am now the Executive Director.

I took on the inside

You know, the last barrier for my change was the stigma

It keeps people from changing

I wanted to change

Will it matter that I want to change if you won't give me a job?

It is quick slope to back track

People coming out of prison don't always have a shot out there

But I promise you

They are in trauma

See their humanity

How to Talk About Your Felony Conviction in a Job Interview

~ A Guide for How to Discuss the Big Question ~

Be clear. Speak up. Don't make excuses or blame anyone.

Do not use prison lingo.

Keep it short --- Keep it very, very positive.

- **Take responsibility no matter what the circumstances**
- **Tell them what has changed in your life, why, and how**
- **State what you accomplished while you were incarcerated:
education, courses, jobs, outlook on life**

Use the term "Life Skills Classes" rather than specific course names like Stress, Anger Management or Moral Reconciliation Therapy (MRT). These may raise unspoken red flags in the employer's mind that may stop you from getting the job.

- **Talk about future goals**
- **Close the deal:**

I am bondable at no cost to you (Know what this means, be able to discuss)

I am eligible for tax credits (Make sure you are eligible first)

Know what is on your background check. Be prepared to address issues or concerns. Look at this from the potential employer's point of view. Why should they hire you? What will you bring to their company? How can the supervisor be comfortable with the decision to give you a chance?

~HINT~ If you start this speech be sure to go through all of the steps. Sometimes people blurt out the first and forget the rest. End on a positive note. You are not your felony.

Research the company you hope to work for and make sure to show the employer that your skills match the job.

**Remember you have a something to offer an employer or you
would not have been called in for an interview.**

~ Relax and Show Your Skills ~

EXAMPLES FOR REVEALING FELONY OFFENSE TO AN EMPLOYER

- I had a drug related offense
- I was involved in a situation where someone lost their life
- I took some things that didn't belong to me
- I had inappropriate contact with a minor
- I got into a fight and hurt someone

TAKE RESPONSIBILITY FOR YOUR ACTIONS

- I was involved with drugs and/or alcohol
- At the time my judgment was clouded
- I thought I didn't have any solutions to my problems
- I put myself into a situation and chose the wrong way out

EXAMPLES FOR EMPLOYER HOW YOU HAVE CHANGED

- I got my GED and increased my job skills
- I completed Chemical Dependency Treatment
- My life is different now and I like how it is going
- I learned my lesson and want to get on with my life

EXAMPLES FOR DISCUSSING WORK EXPERIENCE AND TRANSFERABLE SKILLS

- When I worked in maintenance (more appropriate than porter) I learned how to operate a buffer and mixed different cleaning chemical while maintaining a safe work environment
- When I worked in the kitchen I learned how to work at a fast pace, kept my work area clean and organized, and prepared several different types of meals (Consider how many people you cooked for or served on a daily basis)
- I have worked with a variety of different types of people in a team setting and got along well with co-workers and supervisors.
- Give yourself credit for time well spent while incarcerated – Life skills classes, worked on mind as well as body, Jobs: Did you work for Department of Natural Resources (DNR) fighting fires?

Incarceration Speech

I want to be honest with you. I've made some mistakes in the past. I'm currently at EC Work Release. I've been clean and sober for 3 years now and I have the tools to stay that way once I'm released. While I was incarcerated, I completed my GED, I've built up my computer skills, and worked as a landscaper. My path is different now and I like how it's going. My future goals are to keep working on my computer skills and possibly become a web designer one day. The State of Washington believes in me. I can be bonded for up to 2500.00. If you hire me, you can receive tax credits for up to 2,400 dollars. I have the paperwork with me today.

