

Loving and Trusting God in the Job Search



**PRE-RELEASE WORKBOOK AND
PLANNING GUIDE FOR
RETURNING CITIZENS**





- To give you some tools that will help you find work
- To provide (for some of you) a different perspective to help you find and keep work
- To demonstrate how we can love and trust God in every aspect of the job search

Job Search Fundamentals



- Resume
- Cover letter
- Interview
- Follow-up
- Understanding that this is a campaign, not a one-time shot
- Good preparation is a key to your success
- Know that the root of our success and our sanity lies with the source of everything good in our lives -- God



Why do we work?

We are taught to work

We are to imitate God by working

We must honor God in our work

For we are God's workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them. (Ephesians 2:10)

- Beginning in Genesis, there was work to be done. Man was told to subdue and rule the earth for the glory of God (Genesis 1:26-28).
- The fourth commandment underscores the requirement of work. *Six days shall you labor and do all your work, but the 7th is a Sabbath to the Lord your God. In it you shall rest..* The moral law assumes work as the normal course of life, punctuated by periods of rest.
- Our God is the God who plans, who creates, who builds, who has an eye for shape, for symmetry, for color, shading, detail, harmony; who organizes and structures massive and intricate ecosystems, who integrates them and maintains them. We are made in His image and are to imitate Him.
- It doesn't matter what your work is, from yard work, assembly line work, professional work, public work, house work, home work. If it is lawful work, then you must see it as your calling from God and see His pleasure in your work. *As God has distributed (or "assigned") to each one, as the Lord has called each one, so let him walk.* (I Corinthians 7:17)

Taken from, "Work as a Calling" by Rev. Darwin Jordan



Loving God and trusting Him is His will for our lives

Come now you who say, "Today or tomorrow we will go to such and such a city, and spend a year there and engage in business and make a profit." Yet you do not know what your life will be like tomorrow...Instead you ought to say, "If the Lord wills we will live and also do this or that." (James 4:13-15)

- What is the Lord's will for my life?
 - Before work, or money or family or anything else, it is to love Him with all our hearts, souls, minds and strength
 - And, we love our neighbor as we love ourselves
- Anything else?
 - Husbands and wives are to love each other
 - Do not exasperate your children to anger
 - Care for the widows and the orphans
 - Bring your whole tithe into the storehouse
 - Bear one another's burdens
 - Seek justice, love mercy and walk humbly with your God
 - Etc., etc., etc.
- These things we KNOW He wants us to do...
- But where does work come in? I need a job!
- Let's not quibble with God. *"Seek first the kingdom of God and His righteousness, and all these things will be added to you."* (Matt 6:33)



Finding the work He has prepared for us to do

“For I know the plans that I have for you,” declares the Lord, “plans for welfare and not for calamity to give you a future and a hope.” (Jeremiah 29:11)

“He who did not spare His own son, but delivered Him up for us all, how will He not also with Him freely give us all things?”
(Romans 8:32)

- Nothing is unknown to God
- The job search is one of discovering His plan
 - *“For we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand so that we would walk in them.”*
(Ephesians 2:10)
- The Christian has the tools
 - *“All Scripture is inspired by God and profitable for teaching, reproof, correction and training in righteousness; so that the man of God may be adequate, be equipped for every good work.”*
(2Timothy 3:16)
- Does this mean you will get rich? No.
 - It means you can have anything your heart desires that fits in the perfect plan of God for your life, which you can obtain as you employ the fruit of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, diligence and self control.



Do not be anxious

“Do not be anxious about anything but in everything by prayer and petition, with thanksgiving, present your requests to God. And the peace of God, which surpasses all comprehension, will guard your hearts and minds in Christ Jesus.”

(Philippians 4:6-7)

Jesus said, “So do not worry about tomorrow; for tomorrow will care for itself. Each day has enough trouble of its own.” (Matthew 6:34)

- Worry and anxiety are the greatest enemy of successful job searches
 - Undermines enthusiasm and motivation
 - Destroys family relationships
 - Wrecks health
 - ✦ Leads to loss of sleep
 - ✦ Inclines us to find comfort in negative behaviors (i.e., eating)
 - ✦ Increases blood pressure, risk of heart attack, stroke
 - Leaves one in poor mindset for interviews
 - Interferes with the important things you must do now
- Imaginings about tomorrow are not real; worry lets Satan come in to create doubt and confusion leading to personal brokenness
- Of much greater importance, it shows we do not trust God
 - He is already there tomorrow and knows your path
 - He promises to do us good
 - Today REALLY does have enough trouble of its own!



What kind of God do we serve?

Since we serve such a great God, let us be disciplined and use:

- a) the mind of Christ that He has given us,
- b) the Holy Spirit that indwells us, and
- c) the Word of God that instructs us...

To be disciplined and creative in launching --and sticking with-- a good solid job search that honors God.

- He is a good God
- He is a loving God
- He is a creative God
- He is a merciful God
- He is a caring God
- He is a strong, mighty and all powerful God
- He is a God who defends His own
- He is a good shepherd of His flock
- He is a beautiful and majestic God
- He is a God who is unrelenting in his passion to do us good
- He is a God who demonstrated that He will sacrifice for us
- He is an interceding God
- He is a holy God
- He is a wonderful God
- He is a wise God
- He is an all knowing God
- He is an ever-present God
- He is a God jealous for his Name; He will not be mocked
- He is (FILL IN THE BLANK)



You need a good resume

Good clear format

Easy to adapt

Well thought out

Well punctuated

Few words; lots of white

Not many “I” “me” “my”

Tells your story

Must stand alone if separated from cover letter

Easy to upload

Warren Peace
9292 Algardi Avenue
Fort Worth, TX 76132
817-911-6555 (mobile)
warrenpeace@yahoo.com

Personable, persuasive, entrepreneurial. Christian. Experienced sales and marketing manager/director. Accomplished sales trainer. Confident public speaker. Achieved success both in corporate and personally owned enterprises based on ability to build relationships and trust. Area of greatest expertise is in insurance, with knowledge of construction and antiques gained through profitable side ventures. Seeks long-term, insurance sales or sales trainer position, with growth potential, that takes advantage of personal expertise.

- Experience** 11/08 - Present. High House Marketing Group; Fort Worth, Texas. Assists with sales on part-time basis for local area, custom website, design firm.
- 7/99 - 10/07. The Peace Agency; Dallas/Tyler, TX. Proprietor of small insurance agency that specialized in sales of health and life insurance, and fixed annuities.
- Promoted and sold products for approximately 20 insurance companies including Sierra Health and Life, Allianz, New York Life, United American
- 1/05 - 7/06. K&C Construction; Tyler, TX. Co-owned (as side venture) small, home remodeling/refurbishing construction company; responsible for sales and marketing.
- Quadrupled sales with part-time effort
 - Spread business base into the Metroplex from operations base in Tyler
- 1/96 - 1/99. Olympic Health Management Services; Bellingham, WA. Third-party administrator that contracted with hospitals to set up, sell and manage their Medicare Select Supplement products.
- Served in Dallas (TX), Lafayette (LA), New Haven (CT), Colorado Springs (CO) and Knoxville (TN) regions
 - Joined company as sales representative; progressed through Regional Sales Manager to Director for State of Colorado. Achieved four promotions in three years.
 - Substantially contributed to creation and management of corporate training program. Co-wrote training manual and led training courses.
 - Opened 22 office throughout the United States
 - Left firm to establish own agency.
- Education** 1/94 - 1/96 Stephen F. Austin State University; Nacogdoches, TX. Pursued degree in Business Administration. Worked as shoe salesman to complement grant funds. Left school to pursue greater interest in insurance business.
- 1/92 - 1/94. Tyler Junior College; Tyler, TX. Earned Associates Degree.
- Professional Certifications** State of Texas General Lines covering life, accident, health and HMO (previously held)
- Personal** Heavy reader. Enjoy golf. Served a year as volunteer court-appointed special advocate (CASA) for children involuntarily removed from their homes.
- References** Personal references are available upon request.



You need a good cover letter

Is sent to a person, not
an address

Introduces you don't
miss chance to make a
good first impression

Transmits resume

Tells your story - simply

Tells how you got their
name

Draws them in with info
about your character,
skills, experience, etc.

Asks for the interview

Sally Forth
4118 Lovers Lane
Fort Worth, TX 76132
Home (817) 998-7654
sally.forth@yahoo.com

October 9, 2009

Mr. Bill Ding
Ding Construction Company
1776 N.W. 21st Avenue
Fort Worth, TX 76432

Dear Mr. Ding,

Please accept the enclosed resume. I've recently relocated to Fort Worth and am looking to re-establish myself in the area. Your name came to me through the Fort Worth Chamber of Commerce Member Directory. Might there be an open position with your firm?

I have considerable experience in the office management/administrative assistant field and believe I could work well within your company. Organization, commitment, and working to enhance the overall working environment of others are very important to me, as, I am sure, they are important to you.

Could we arrange an interview in the near future to discuss this matter? Alternatively, if there are no opportunities with you presently, would you, please either save my resume for future reference, or pass it along to colleagues who may have need of someone with my experience?

Most sincerely,

Sally Forth

Enclosure



You must follow-up

Keep list of everywhere you sent the resume

If they responded in any manner, find a way to say, “thank you”, whether it is by phone, e-mail or letter

If they did not respond wait a few months and re-submit

It gives an open door to resubmit your resume

It makes a very good impression

Casey Jones
1024 Isaiah Lane
Crowley, TX 76036
817-987-6533 (home); 817-922-2626 (mobile)
cjones@yahoo.com

December 2, 2009

Mr. Hickory Dickory
Director, Public Relations
Mission Southwest
100 E. King Street, Suite 200
Irving, TX 75040

Dear Mr. Dickory,

A few months ago, I sent a resume and letter to you asking that you please consider my qualifications for a position with your organization. I did not receive any reply. In case this never reached your desk, kindly consider the enclosed resume that I am resending here.

I seek an inside staff or support position working with research, data and statistics, or technical and descriptive writing where self-starting and personal discipline are highly desired. Might you or a designated executive have time to talk about the prospect for a position in the near future? I can be reached anytime to set up an appointment.

Sincerely,

Casey Jones

Enclosure



Preparation is the key

Know the story you intend to tell

A good clear story fits in the cover letter and drives a good interview

Answers the interview question, "So, tell me a little about yourself."

Be wise; don't over-talk

Tell the truth. God is willing to do us good; let us honor Him in this

I arrived Fort Worth in 2008 under refugee status, directly from Baghdad, Iraq. The move was strongly supported by U.S. Embassy in Baghdad, my employer, due to challenging environment in which my personal security was threatened. Since arriving in U.S. I've obtained a social security card, a driver's license, and work authorization, and am meeting conditions to obtain a green card. My sponsor is World Relief, and I'm assisted by Fort Worth Presbyterian Church.

I owned my own business for ten years before succumbing to my success. I was given 10 years for felony DUI, which was commuted to an extended residential drug and alcohol treatment program. While there I gave my life to Christ. Upon getting out I affiliated with Fort Worth Presbyterian Church. I am involved in Celebrate Recovery, have been recertified by the State of Texas to sell insurance, and have learned from mistakes the hard way. This job will make a difference..

NOTES AND WORKSPACE



Develop contact block

Name (NOT gigantic)

Address

Apartment number

City

State

Zip

Home and cell phone

E-mail address

Goes both on resume
and cover letter; is your
personalized stationery

Mike Rafone

3333 Happy Go Lucky Trail, #122

Fort Worth, TX 76132

(Cell) 817-955-7777

mikerafone@sbcglobal.net

NOTES AND WORKSPACE

Prisoners can put a home address or leave blank until ready to use.



Give three adjectives that describe you

Gets you thinking about who you are

Helps you to answer the interview question, “So, tell me a little about yourself.”

Tells a prospective employer the most about you as possible in as few words as possible

Introduces you in words before you meet in person for the first time

- Disciplined, responsible, quick learner.
- Adaptable, self-motivated, entrepreneurial.
- Determined, outgoing, loyal.
- Dedicated, persistent, flexible.
- Analytical, innovative, industrious.

NOTES AND WORKSPACE



Write a simple character statement

Should I say, 'Christian'?

- It is your call

Employers want folks who are personable, work well with others, have discipline & can be trusted at all times

It is fruit of Spirit! (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self control)

Christians have advantage

Better to hire persons with character and teach skills, than hire for skills and hope to find character.

- Strong work ethic with great attention to detail.
- Achieved success in corporate & personally owned business based on ability to build relationships / trust.
- Resourceful with strong work ethic.
- Displayed integrity, leadership and administrative skills in complex and demanding social, economic and political environment to achieve exceptional performance.

NOTES AND WORKSPACE



Write a statement about your ability to work well with people

This is one of the most important things for you to think about

Companies are people, working for people, with people, for the benefit of people

Christians have an advantage because they are rewired to live loving others as God's highest creation loved by Him

- Team player.
- Values good customer service.
- Experienced manager and supervisor with excellent people skills.

NOTES AND WORKSPACE



Write one sentence about your personal skills, training and vocational education

Take personal inventory

Do not leave anything out, but...

You do not have to put everything into the resume, only what is needed to show you are suited for the work

- Bilingual Spanish/English
- Proficient with use of office equipment
- Experienced with CAD systems and tools used to create industrial and architectural drawings

NOTES AND WORKSPACE



Write one or two sentences covering your previous work experience

This is self explanatory

Fits in resume, cover letter and interview

Helps to answer the question, "So, in what area are you most experienced?"

- Fifteen years experience in food service industry as short order/fry/broiler cook. Knows restaurant "back of house" business.
- Gained initial technical expertise while serving in military, followed by long service with major inter-national organizations including the International Red Cross, and United States Embassy in Baghdad in supporting U.S. Departments of State and Agriculture.
- Relationship builder with over 10 years of experience in fields of software, healthcare and home sales.
- Experienced working for high-end, high-maintenance clientele to meet their needs and invite them to make buying decisions.

NOTES AND WORKSPACE



Write one sentence about the kind of job you seek

You would be surprised at how many people cannot say specifically what they want!

Do you want to stay in a particular city?

Do you want to be a dog catcher?

Do you want to work in a restaurant?

Say what you want

- Seeks responsible position that utilizes managerial, administrative, organizational, interpersonal, and customer service skills, while offering flexibility to complete college education.
- Seeking to thrive in stable long-term position with well established, local area restaurant or food service business.
- Seeks long-term, stable insurance sales position in the Metroplex.

NOTES AND WORKSPACE



Develop a list of jobs you have held in the past

When were you there

Name of employer

City and state

Job title

Responsibilities

Accomplishments

Don't leave 'holes' that confuse employer

List work at site where incarcerated, if applies

04/2009 - Present. Dollar - Thrifty Rental Car; Dallas, TX. Rental Sales Agent at busy Dallas Love Field rental car outlet.

- Responsible for walk-in and reservation sales, including customer service and issue resolution
- Listed among top sellers in office

01/2009 - 04/2009. AAA Efficiency; Arlington, TX. Marketing Associate/Home Inspector for local firm selling insulation in connection with U.S. Government energy efficiency initiatives.

- Hired to accrue leads in target neighborhoods, inspect homes to determine whether they qualified for the Federal program, generate quotes and to close sales
- Lost position after company lost eligible Federal funds to support the work

1999- Present. Rock Spring, GA. Lead Man – Industrial Paint Booth and Powder Coating Operations in metal fabrication shop providing metal furniture and other production items for the State of Georgia. Selected in 1999 and trained to operate and maintain Powder Coating Paint Booth and all tools utilized in production and servicing processes. Subsequently trained to manage the administrative tasks associated with powder coating parts and accessories, to include assembly and manufacturing operations

- Promoted to Lead Man overseeing production, operations and servicing in powder coating department.

NOTES AND WORKSPACE



Develop a list of your education and training experience

Make sure you have the dates, institution, location and education pursued or obtained

If you have a GED, put it down

08/2009 - Present. Tarrant County Community College; Fort Worth, TX. Working towards Associates Degree in Business Management.

2005 - 2006. Cuyahoga Community College; Parma, OH. Worked towards degree in Business Management. Worked and studied simultaneously.

2004 -2005. Gardner Webb University; Boiling Springs, NC. Initiated degree in Sports Management. Won position on NCAA Division I baseball team and was granted financial assistance.

1977. University of Houston, Houston, TX. B.S. Pharmacy

- Comatic Lab Awards for Excellence in Medicinal Chemistry and Pharmacognacy
- Phi Delta Chi Professional Pharmacy Fraternity
- Two years as Chemistry Major at Texas Tech University.

1988 - 1991 Graduate of R.L. Turner High School; Carrollton, TX. Worked part and full-time in shipping/receiving/warehousing while attending high school in work-study program (06/1988 - 05/1992) at Omega Optical; Dallas, TX.

NOTES AND WORKSPACE



Develop a list of any awards or recognition you received at any time in your life

This is self explanatory

Employers want to see achievements and success

- All-City / All-County High-School Baseball Teams in Youngstown, OH.
- United Way Volunteer of the Year at Bell Helicopter, Arlington, TX
- Security Guard of the Month, Tarrant County Zoo

NOTES AND WORKSPACE



Develop a list of any equipment or tools you can use or operate

This is self explanatory

Proves you have the experience to do the work

- Caterpillar back-hoe
- Personal computer
- Chainsaw
- All types of woodworking tools to build and restore fine furniture

NOTES AND WORKSPACE



List personal interests and hobbies and other things you like to do

When you are not working, what do you do or think about doing?

What floats your boat?

Try to show you are a well-rounded individual

Sometimes interviewer has a same interest; builds bridges

Interviewers need something to 'break the ice' in conversation

- Enjoy volunteer / service activities.
- Married with children; enjoy family time.
- Enjoy gardening and landscaping; hoping to develop small business at some future time.
- Committed to assisting previously incarcerated men and women achieve wholeness and fulfilled lives.
- Attend Rockview Presbyterian Church (PCA).
- Enjoy travel and reading.

NOTES AND WORKSPACE



Develop a list of personal references

This is self explanatory

Have it ready to upload to a website

Have it ready to hand to an interviewer

OK to put "References provided on request"

Have handy when you go fill out applications

Don't ever ask anyone to lie for you

- Name
- Phone
- E-mail
- Address (if asked)
- Relationship to you
- How long have you known this person

NOTES AND WORKSPACE



Putting it all together

Pull from answers to develop header of new resume and text for cover letters.

Your documents must have your words and your thoughts, not anyone else's, for them to rightly represent you.

Build a template using tables

(Use WORD then delete the lines...)

Be consistent with punctuation

Name in Bold Letters

Address

Address

Phone (Home); Phone (Work)

e-mail address@yah.com

Three adjectives that describe you. A character statement. A statement of your skills. A statement of your experience. Statements about what would make you valuable to an employer. A clear statement about the job you are looking for.

Education and Work Summary	Dates	Company; City, State. Position held. • Responsibilities • Accomplishments
	Dates	Company; City, State. Position held. • Responsibilities • Accomplishment
	Dates	Company; City, State. Position held. • Responsibilities • Accomplishments
Certifications and Other Skills		
Education		
Personal		
References	Personal references are available upon request.	

Note that you can move things around and reorganize the template to suit your personal situation.



Putting it all together

Contact block

Three adjectives

Working with people

Experience

Character statements

Work desired

Focus on skills

Previous employers

Education and training

Personal situation

References

Mike Rafone
3333 Happy Go Lucky Trail, #122
Fort Worth, TX 76132
(Cell) 817-955-7777
mikerafone@sbcglobal.net

Disciplined, responsible, quick learner Team player. Eighteen years experience in service industries (industrial kitchen, janitorial and telemarketing). Christian. Poised, self confident and communicates well. Seeks long-term stable position in Fort Worth with service industry provider.

Skills and Qualifications

Telemarketing services (four years)

- High-level inbound and outbound calls
- Residential and business-to-business
- Trained to support various campaigns for different companies including: Century 21 Real Estate (home improvements), Budget Rentals (truck rentals), Chicago Tribune and Dallas Morning News (subscriptions), Bank One (Platinum Visa Cards), Southwestern Bell (telephone services), etc.

Janitorial services (11 years)

- Janitorial and housekeeping responsibilities
- Stripping and waxing floors
- Extracting machine operator
- General maintenance and cleaning

Cook & Food Services (three years)

- Institutional quantities or bulk servings
- Policy and procedures as related to safety
- Proper preparation of foods according to Health Department standards
- Portion control and fractions
- Time management and responsibility

Main Employers TeleQuest TeleServices: Arlington, TX (Telemarketing services). Achieved award for top sales performer.

Melvin's Janitorial Services: Fort Worth, TX (Janitorial services)

TDCJ: Midway and Woodville, TX (Food services)

Education

2009. Windham School District, TX. Continuing Adult Education - Life Changes Certificate Program.

2009. Beaumont, TX. Continuing Adult Education - Behavioral Modification Certificate Program.

2008. Windham School District, TX. Continuing Adult Education with On-the-Job Training - Janitorial Services Certificate Program.

1995. Windham School District, TX. Continuing Adult Education - Cooking and Food Services - Chef Certificate Program.

1995. Palestine, TX. Graduate GED High School Equivalency Program.

Personal

Married, six children. Enjoy family activities.

References

Personal references are available upon request.



Putting it all together

Adapted to fit situation

Stresses character

Focus on employers

Professional Certs

Personal highlights

Warren Peace

9292 Algardi Avenue
Fort Worth, TX 76132
817-911-6555 (mobile)
warrenpeace@yahoo.com

Personable, persuasive, entrepreneurial. Christian. Experienced sales and marketing manager/director. Accomplished sales trainer. Confident public speaker. Achieved success both in corporate and personally owned enterprises based on ability to build relationships and trust. Area of greatest expertise is in insurance, with knowledge of construction and antiques gained through profitable side ventures. Seeks long-term, insurance sales or sales trainer position, with growth potential, that takes advantage of personal expertise.

Experience

11/08 - Present. High House Marketing Group; Fort Worth; Texas. Assists with sales on part-time basis for local area, custom website, design firm.

7/99 - 10/07. The Peace Agency; Dallas/Tyler, TX. Proprietor of small insurance agency that specialized in sales of health and life insurance, and fixed annuities.

- Promoted and sold products for approximately 20 insurance companies including Sierra Health and Life, Allianz, New York Life, United American

1/05 - 7/06. K&C Construction; Tyler, TX. Co-owned (as side venture) small, home remodeling/refurbishing construction company; responsible for sales and marketing.

- Quadrupled sales with part-time effort
- Spread business base into the Metroplex from operations base in Tyler

1/96 - 1/99. Olympic Health Management Services; Bellingham, WA. Third-party administrator that contracted with hospitals to set up, sell and manage their Medicare Select Supplement products.

- Served in Dallas (TX), Lafayette (LA), New Haven (CT), Colorado Springs (CO) and Knoxville (TN) regions
- Joined company as sales representative; progressed through Regional Sales Manager to Director for State of Colorado. Achieved four promotions in three years.
- Substantially contributed to creation and management of corporate training program. Co-wrote training manual and led training courses.
- Opened 22 office throughout the United States
- Left firm to establish own agency.

Education

1/94 - 1/96 Stephen F. Austin State University; Nacogdoches, TX. Pursued degree in Business Administration. Worked as shoe salesman to complement grant funds. Left school to pursue greater interest in insurance business.

1/92 - 1/94. Tyler Junior College; Tyler, TX. Earned Associates Degree.

Professional Certifications

State of Texas General Lines covering life, accident, health and HMO (previously held)

Personal

Heavy reader. Enjoy golf. Served a year as volunteer court-appointed special advocate (CASA) for children involuntarily removed from their homes.

References

Personal references are available upon request.



Putting it all together

Expands on key point

Tells a specific story

Says what he wants

Fills in responsibilities

Billy Bob Fullerv
3456 Brush River Trail
Fort Worth, TX 76133
(Cell) 934-987-4583
bwont3@gmail.com

Dedicated, diligent, quick learner. Professional route delivery driver with 20+ years experience. Strong customer service and customer interaction skills. Recent warehouse supervisory experience. Works well under pressure. **Christian.** Understands importance of product knowledge and continuous product improvement at all levels of the company. Relocating to Fort Worth to be closer to family. **Seeks long-term stable career position in route delivery and/or warehousing in local area.**

Experience 07/2002 - Present. National Wine & Spirits (NWS), Inc.; Grand Rapids, MI.
Route delivery driver for largest wine and spirits distributor in Midwest.

- Responsible for delivery to restaurant / store customers in Grand Rapids area
- Excelled in customer relationship and customer service activities
- Handled cash and check transactions
- Inspected delivery vehicles
- Assisted in warehouse as needed

Selected to serve as warehouse Night Assistant Supervisor in January 2009.

- Supervised 18-20 employees in truck loading process; assured product was available and ready for shipment
- Managed necessary paperwork
- Ensured warehouse cleanliness at shift completion
- Made effective hand-off to day shift supervisor

07/1987 - 07/2007. The Grand Rapids Press; Grand Rapids, MI. Driver for local newspaper publisher.

- Loaded newspaper bundles onto truck and delivered to carriers
- Assisted supervisor with the efficient loading and maintaining dock cleanliness
- Continued to work on part-time basis after accepting position with NWS, Inc.

Education 03/2009. Western Michigan University; Grand Rapids, MI. Completed Continuing Adult Education course in first-time supervision.

2006-2008. Davenport University; Grand Rapids, MI. Initiated prerequisite coursework to earn complementary university degree.

1987. West Catholic High School; Grand Rapids, MI. Graduated with general studies diploma.

Professional Certifications Class B Commercial Drivers License with airbrake endorsement.

Personal Married, two children. Enjoy family activities. Level III certified hockey coach.

References Personal references are available upon request.



Putting it all together

You can make it work...

No daytime phone

Various periods of incarceration!!

List of good references

Show that your experience qualifies you for the job you seek

Humpty Dumpty
1999 Evergreen Road
Fort Worth, TX 76132
817-755-8372* (evenings home)
h.dumpty@sbcglobal.net

Self-motivated, detail-oriented, team player. Christian. Fifteen years experience in food service industry as short order/fry/broiler cook. Knows restaurant "back of house" business. Values good customer service. Resourceful with strong work ethic. Offers prospective employer the opportunity to take advantage of demonstrated planning, organizing, problem solving and interpersonal skills. Seeking to thrive in stable long-term position with well established, local area restaurant or food service business.

Work Summary

- 2008 - Now Short order cook, all-purpose kitchen worker at Mikolos Greek Foods, Fort Worth, TX.
- 2006 - 2008 Institutional food service worker in Abilene and Edinburg, TX.
- 2005 - 2006 Warehouse worker responsible for ordering, shipping & receiving, and maintaining inventory at Bracketry, Inc., Fort Worth, TX.
- 2002 - 2005 Institutional food service worker and facilities maintenance in Beeville and Venus, TX.
- 2001 - 2002 Cook with added responsibility of ordering all supplies and maintaining inventory at Pizza Hut, Kingsville, TX.
- 1999 - 2001 Warehouse worker responsible for ordering, shipping & receiving, and maintaining inventory at Manpower, Fort Worth, TX, for pharmaceutical manufacturer, Pfizer, Inc.
- 1995 - 1999 Assistant Manager responsible for sales and production at Discount Tire, Dallas, TX. Also responsible for employee scheduling, training and inventory management.
- 1992 - 1995 Short order & broiler cook at Bell Helicopter, Arlington/Grand Prairie/Hurst, TX. Moved supplies between kitchens at various sites. Relocated to accept better position.
- 1988 - 1992 Short order cook at Taco Bell, Euless, TX. Left to work in industrial kitchen.
- 1985 - 1988 Short order cook at Pizza Hut, Kingsville, TX. Left to relocate to Euless, TX.
- 1985 - 1985 Central kitchen worker at Texas A&I University (now Texas A&M - Kingsville, TX). Industrial kitchen service while simultaneously pursuing college courses.
- 1982 - 1985 Short order cook at Kettle Restaurant, Kingsville, TX. Worked to support my young family while simultaneously obtaining High School G.E.D.

Personal

Graduate H.M. King High School (G.E.D. 1985), Kingsville, TX. Married, grown children. Work as volunteer to help persons with great personal and family needs, to achieve whole/fulfilled lives. Member Redeemer Presbyterian Church.

References

Davy Jones Data Processor Fort Worth, TX 817-344-5566	Rusty Nail Manager, Bell Helicopter Arlington, TX 214-987-5432	Sandy Beach Retired, USN Weatherford, TX 817-309-8272
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Where Should I Begin Looking for a Job?



- **Start with your loves!**
 - What would you do if you did not have to work?
 - What is your hobby?
 - What magazines do you read?
 - Where is your passion?
 - What do you love to do?
- **Work is hard - your passions can pull you through**
- **You already are, or can become, an ‘expert’**
- **You will interview well and will be valuable employee**
- **Imagine getting paid for being around people, places and things you love**



Where should I begin looking for a job?

Don't you think that a loving God wants you to have the desires of your heart?

Think creatively about this. Make it the place to start your job search

Do not give up on your dreams

Consider entry level position to get in your desired industry

Consider volunteering to get your foot in door

Examples:

Things I love...	Where I would begin looking for a job...
Airplanes	Airports City and county aviation departments Airlines Airplane parts companies Airplane manufacturers
Animals	Zoo Humane Society Racetrack Veterinary hospital
Food	Restaurants Hotels Cooking schools
Working with my hands	Company maintenance departments Construction companies



Where do I find places to ask for a job?

Computer is necessary so a mentor or family can help here

Don't simply apply to jobs already posted on-line; thousands of people do this, too...

Create your opportunity

Use filters to find just the right company in the area you want

Send two letters per company

Remember to follow-up

- Ask friends at home and at church
- Membership directory from city Chamber of Commerce (on-line)
- Reference USA Database off almost any Public Library System
- Community Christian Chamber of Commerce
- “Hard-2-Hire” website
- Temporary agencies
- Professional organizations
- State, County and City websites
- Craig’s List in the community you want (posting yourself and answering ads for work)
- Volunteer and work your way into a job
- At training school or where you are earning education
- Pray for wisdom, then pray again...



Persistence will pay off

This is not a prosperity
gospel presentation

We will seek first the
Kingdom of God and
His righteousness

You are uniquely
equipped to serve

Mine for opportunities

This will be hard, but it
is not impossible; do
not be discouraged or
dissuaded

Our God is all in for
your good

Your Next Steps...

- Fill out workbook pages
- Keep for future reference -or-
- Review with your mentor, family member, pastor, etc. asking, “Does this look like me?”
- Load template on local computer
- Create initial drafts for two or three specific areas you will explore
- Return to your mentor or counselor with thoughts, questions , etc.

***Thank you for your persistence
in this work!***

Loving and Trusting God in the Job Search

**Pre-Release Workbook and Planning Guide
for Returning Citizens**

Courtesy of the Metanoia Prison Ministries

For additional information contact:

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