

Write Your Way to a Great Job... *and a New Life!*

Finding a good job is the best way for ex-offenders to stay out for good and become productive members of a community. However, ex-offenders face many challenges related to their backgrounds and the need to disclose their criminal record. Knowing that employers are reluctant to hire ex-cons, many ex-offenders lose hope and thus fail to organize and implement an effective job search.

Ex-offenders ARE employable. Indeed, each year thousands of ex-offenders find rewarding jobs that change their lives. They discover many employers are willing to give them a second chance. But they first need to clearly communicate their qualifications to prospective employers through resumes and letters. This is the most essential step for getting a job interview.

Here's the first resume and letter book to address the unique challenges facing ex-offenders as they prepare to communicate their qualifications to employers. Written by two of America's leading career experts, this book is jam-packed with the latest information, tips, strategies, and examples of what you must do in order to get the critical job interview. It includes:

- 25 things you must know about resumes and letters
- 35 resume and letter writing mistakes you must avoid
- 19 frequently asked questions with expert advice
- Step-by-step instructions on developing each resume section
- 40 examples of chronological and functional resumes
- 8 types of job search letters you should write
- 42 examples of effective letters
- Resume and letter evaluation forms
- Resume writing worksheets
- 400+ action verbs and personality descriptors
- Transition resources for ex-offenders

Follow the principles, tips, and examples outlined in this book and you, too, will join the growing ranks of ex-offenders who have changed their lives by finding a good job. You'll quickly discover that a well-crafted resume and letter can open the doors of employers. Best of all, you'll get interviewed and hired because you organized an effective job search according to the principles outlined in this unique book.

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