

## Re-entry Road Map; A Guide to the Job Search Toolkit

	<b>Write it down.</b>	Plan & keep track. Chapter 1; p 4	Finding a job is your new job. Start with a notebook, pen and calendar. Plan and keep track of your efforts.
	<b>What kind of work can you do?</b>	Every job is a good start. Chapter 1; pp 5-7	Know the jobs you won't be hired for; skip jobs that relate to your rap sheet. For example, if you were convicted of armed robbery - don't plan on work in private homes without supervision.
	<b>Where can you work?</b>	Connect with a re-entry organization. Chapter 8; pp 62-66	Get help and training plus find ex-offender friendly companies like; Applebee's, Aramark Food Service, Dunkin Donuts, Kohl's (no violent felons), Longhorn Steakhouse, McDonald's, Olive Garden, PetSmart, Red Lobster, Red Robin, Sears, Target (no violent offenders), Walmart. Be polite and professional with everyone you meet.
	<b>Write down your work history.</b>	Fill out a Personal Data Form. Chapter 4; pp 36-38	Get names, addresses and telephone numbers of places where you worked, or volunteered. Be prepared to answer a criminal conviction question using just facts, no excuses or "will explain in person."
	<b>Telephone tips.</b>	Use the phone correctly. Chapter 2; p 17	Answer <u>every</u> call politely and use a professional, clear, message for callers to hear when you can't pick up. Don't have your own phone? Ask someone you trust if you can put down their number and take a message if you get calls.
	<b>Check your email.</b>	Make sure you have a professional email address. Chapter 4; p 28	Have a work friendly email address. <a href="mailto:bigbaddaddy@aol.com">bigbaddaddy@aol.com</a> is not recommended. Write down the email address and password and learn how to use it; on a computer, not just a cell phone. Find help using email and a computer class at your local library.
	<b>You may need a resume.</b>	Writing a resume. Chapter 5; pp 40-45	Get help, this doesn't mean your cousin writes your resume for you. This is a document you must be able to talk about. Your library, a One Stop Center and non-profits can be your guide to resume writing.
	<b>Tell people you're looking for a job.</b>	Networking to find work. Chapter 2; pp 16-21	The #1-way people get jobs is from a referral. Tell everyone you know you're looking for a job. When you meet new people, tell them too. Write down names and contact information to follow up. If you use Facebook keep it work friendly, no photos of partying, foul language, racist or sexist content.
	<b>Apply for jobs online.</b>	Use a computer to apply for jobs. Chapter 6; pp 51-56	Online applications take as long as an hour. Having your Personal Data Form makes it easier. Read everything and answer all questions. Don't check every box 'yes' that offers additional information about jobs, education or training. When you check yes you get tons of emails you don't need. Keep track of applications including log ins and passwords.
	<b>Find volunteer work.</b>	The value of volunteer work. Chapter 7; pp 59-61	Volunteer work gives you experience you can add to a resume or application and references from people who see the quality of what you do. You never know, volunteering can turn into a paid job. It's all part of networking.
	<b>Prepare for interviews.</b>	Walk in with confidence. Chapter 9; pp 67-75	Be prepared to answer common interview questions like, "Why do you want to work here?" Have responses for gaps in your work history and the reason for your criminal conviction. Focus on what you learned and how you have grown, not a list of excuses and blame.
	<b>Interview</b>	Describe your talent. Chapter 10; pp 76-79	Get to the interview a little early, but not an hour before. Wear neat and clean clothes, same with your hair, hygiene and any jewelry. It's ok to be nervous. Take your time answering questions. Get the name and contact information from interviewers so you can send a thank you note.

# Fred Perez

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**Summary:** Experienced cook with a track record on grills, broiler, fryers, cold food station and prep in cuisines including American, Mexican, Tex-Mex, Italian and Fast Food.

**Hope Community Services, New Rochelle, NY**                      **2017- Present**

## **Food Server**

- Distribute dinner to 50 plus patrons.
- Maintain a clean and safe kitchen and dining area.
- Focus on minimizing waste and maximizing nutrition.

**Central Cafeteria, Elmira, NY**    **2010 - 2016**

## **Cook**

- Prepared breakfast and lunch according to rotating menu.
- Minimized food waste.
- Trained two cooks on cafeteria standards.

**HMS Host, Albany, NY**    **2004 - 2006**

## **Line Cook**

- Prepared up to 300 lunches each day in a corporate setting.
- Maintained food safety standards.
- Followed corporate standard menus.
- Prepared special items for customers.

**Don Alejandros Texas Grill, Rochester, NY**                                      **2002 - 2004**

## **Fry Cook**

- Responsible for all fresh made tortilla chips.
- Created and supplied tortilla baskets for salads.
- Fried dinner entrees and side orders that required this preparation

**Mimis Coffee Resturant, Rensselaer, NY**                                      **2000 - 2002**

## **Prep Cook**

- Set up and maintained entire salad station.
- Ensured cleanliness of work area and safety of food.

## **Education**

- Food Handler's Certificate, 2012
- High School Diploma, Utica, NY