

Careers-R-Us 'Individual Client' Post-Release Counseling & Employment Support
"Exclusively Serving the Employment & Career Needs of Convicted Felons"



1st Careers-R-Us Office Visit

With respect to the use of nationally-recognized tools that are designed to accurately measure each Client's 'individual interests,' Careers-R-Us relies on the results of the Client's completion of the 'Strong Interest Inventory® Profile with Skills Confidence' test results; which can be completed online, and must be completed 7 business days prior to your 1st CRU Office Visit..

The Strong Interest Inventory® Profile with Skills Confidence test provides every Client and CRU with a full breakdown of the specific client's interests in work, play, academia, and communication styles, with the added bonus of showing the Client 'how confident they are in certain abilities' and then compares these areas of 'high confidence' to the Client's 'mapped-out' interests and skills.

The Strong Interest Inventory® Profile with Skills Confidence test results provide an extremely clear understanding of exactly how this high degree of 'measured' confidence can/will affect the Client's career and personal life, and whether they should consider seeking new career paths that 'better align' with their recorded beliefs in their abilities.

Strong Interest Inventory® Profile with Skills Confidence test

<https://careerassessmentsite.com/tests/strong-tests/>

\$57.95 (must be performed a minimum of 7 days prior to 1st office visit)

Specific 1st Office Visit Actions:

1. Present written assessment of Client's Strong Interest Inventory® Profile with Skills Confidence' test results;
2. Hold in-depth discussion on Employment & Career opportunities that are solely based on the 'Strong' test results, the Client's Employment or Career desires, the Client's past knowledge & Skills, Current & Emerging Employment and Career opportunities that optimally match the Client, and any restrictions that are in place as a result of past criminal convictions; and,
3. Hold in-depth discussion to collect information for the development of the Client's 'Immediate, Short-Term and Long-Term Goals,' 'Cover Letter' & 'Resume.'

Specific 2nd Office Visit Actions:

1. Presentation of Immediate, Short-Term and Long-Term Goals, Cover Letter & Resume; with on-the-spot corrections, collection of fees for service and presentation of 5 hard copies and USB drive containing Word files; and,
2. Hold second in-depth discussion on Employment & Career opportunities that are solely based on the 'Strong' test results, the Client's Employment or Career desires, the Client's past knowledge & Skills, Current & Emerging Employment and Career opportunities that optimally match the Client, and any restrictions that are in place as a result of past criminal convictions.

'By-the-Hour' Client Services

CRU can provide dedicated 'by the hour' services to Clients needing specific help with any/all Career and Employment activities for a standard hourly fee. We specialize in the following areas:

- Job Announcement Analysis and Assessment;
- Development of Optimal Application 'for a specific Job Announcement;'
- 'Strong Interest Inventory Profile with Skills Confidence' test results analysis;
- Specific State or National Employment and Career Search; and,
- Job Interview Planning and Preparation

Requirement of an Immediate, Short-Term and Long-Term Goal

1. A Goal must have a specific and formally-written 'objective;'
2. A Goal must 'realistic,' relative to the current knowledge, skills, abilities and behavioral attributes required to achieve, and sustain the Goal;
3. A Goal must 'measurable,' with 'what success looks like' being defined 'prior' to the initiation of time and effort to accomplish the Goal;
4. A Goal must be 'time sensitive,' with 'what success looks like' being defined 'prior' to the initiation of time and effort to accomplish the Goal

Note: All Immediate, Short-Term and Long-Term Goals developed by CRU for our Clients are developed with a focus that is wholly-unrelated to 'Parole Requirement' that exists between the Client and any State or Federal Correctional Institution.

Generic Immediate, Short-Term and Long-Term Goals – Actual 'Life Goals' will be created during the initial CRU office visit, and specifically tailored for the unique conditions and environment of each Client.

Sample Immediate Goals for 'Just-Released Felon: Day 1 through Day 60

- Establish 'Corrections Approved' stable Housing (Half-Way, Work-Release or Immediate Family);
- Establish immediate contact with Social Services for Food, Transportation Support, Work Training Programs, Immediate Employment Opportunities and Medical Needs/Medical Coverage;
- Establish a Daily Routine that includes an 'early rise,' 'exercise,' 'nutrition' and employment search; and,
- Initiate research on the obtainment of education and/or training that leads to a High School Diploma (G.E.D), a Vocational/Trade Certificate, or an Associate Degree (or higher).

Sample Short-Term Goal for 'Just-Released Felon: Day 61 thru Second Year

- Maintain 'Corrections Approved' stable Housing (Half-Way, Work-Release or Immediate Family), and 'relative to possible employment sites' and 'public transportation routes,' begin a 'realistic' Short-Term to Long-Term Housing Accommodations search (with goal of relocating to permanent housing at the end of Day 365);
- Continue recurring contact with Social Services for Food, Transportation Support, Work Training Programs, College Financial Aid, Immediate Employment Opportunities and Medical Needs/Medical Coverage;
- Maintain your Daily Routine that includes an 'early rise,' 'exercise,' 'nutrition' and employment search; and
- Enter a High School Diploma (G.E.D) program, a Vocational/Trade Certification program, or an Associate Degree (or higher) program.

Sample Long-Term Goals for 'Just-Released Felon: 3rd Year thru 10th Year

- Maintain stable Short-Term Housing accommodations, with the goal of 'permanent home purchase' by the 4th year;

- Continue recurring contact with Social Services for Food, Transportation Support, Work Training Programs, College Financial Aid, Immediate Employment Opportunities and Medical Needs/Medical Coverage;
- Maintain a Daily Routine that includes an 'early rise,' 'exercise,' 'nutrition,' and employment search; and,
- Complete a High School Diploma (G.E.D) program, a Vocational/Trade Certification program, or an Associate Degree (or higher) program, and immediately enter the next level of post-secondary education.

Sample CRU Cover Letter

In CRU's work with assisting former offenders who are looking for employment & career opportunities, we have found that a 'well worded' letter of explanation, submitted in accompaniment with a 'well-structured' and 'accurate' Resume, and 'accurate' Job application, consistently open doors that would have otherwise remained well shut.

A Cover Letter from a Felon, is actually a '**letter of explanation**' that effectively explains any/all gaps in your work history (as a result of incarceration), and more importantly, it gives Felons a unique and clear opportunity to address all 'past' criminal history.

A Cover Letter from a Felon 'realistically' seeking employment must 'honestly state' all past felonious activity, time served and assurances that such behavior and serious lapse in judgement is well in their past.

A Cover Letter from a Felon provides a unique opportunity for everyone to, in a sense, once again, take responsibility for past actions, and an acknowledgement of the adverse effect it had on them and their family.

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Cover Letter Example #1

Employer's Name
 Employer's Address
 Date

Applicant Name
 Applicant Address, Zip code

Dear Mr./Ms./Mrs. Smith,

Please accept this letter of explanation regarding the felony conviction that I listed on my Employment Application of [date].

Due to the confidentiality of this information, and the embarrassment that I feel over my serious past digression, I very much want an opportunity to explain my 'well past legal infraction(s)' to you in person. I do believe that, if given the opportunity to work for your company, it would be an immeasurable positive experience for me and my family, as I strongly believe that I have the basic knowledge, skills and abilities that you listed as necessary for entry into this appointment.

I'm certain that your company must have some good degree of reservations about considering hiring a felon, and rightfully so. I can, however, assure you that I am well aware of how you unique this once-in-a-lifetime opportunity is for me, or anyone of the 600,000 plus Felons that are released annually, where current research shows less than 40% will find stable employment 'of any kind;' let alone, an actual 'career' opportunity, such as what is before me today.

There is also additional reassurance found in the fact that (if I am hired) the U.S. Department of Labor, at no expense to you, posts a \$5,000 'Fidelity Bond' with your company, on my behalf. Additionally, if I am hired, the I.R.S. will also provide your company with a 'one-time' \$2,400 tax credit.

In closing, I would like to state that, whatever your decision is on this critical matter, that I want to thank you in advance for your time, consideration and willingness to extend an opportunity to a group that clearly needs it the most.

Sincerely,

First and Last Name

Phone Number

E-mail

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Cover Letter Example #2

Employer's Name

Employer's Address

Date

Applicant Name

Applicant Address, Zip code

Dear Mr./Ms./Mrs. Smith,

Please accept this letter of explanation regarding the felony conviction that I listed on my Employment Application of [date].

In May 2007 I was convicted of _____. I served 18 months at _____ for my crime. I know that what I did was wrong. It was a result of poor decision making on my part and it hurt a lot of people. I've learned a great lesson and won't repeat those past mistakes.

While incarcerated I worked as a _____ and I completed certifications in _____. Since my release I have done some part time work as _____ and volunteered my time at _____.

I am anxiously looking forward to getting back to work full-time so that I can further demonstrate the major positive and profound changes in my life, and to also begin my second chance at being a responsible, contributing and involved member of our great society.

I can understand why you may be hesitant to hire someone with my background. However, I am eligible for The Federal Bonding Program which can insure you against any act of dishonesty on my part.

Additionally, if I am fortunate enough to be hired by your company, you will also be eligible for the US Work Opportunity Tax Credit which is available to employers hiring any felon.

In closing, I would like to state that, whatever your decision is on this critical matter, that I want to thank you in advance for your time, consideration and willingness to extend an opportunity to a group that clearly needs it the most.

Sincerely,

First and Last Name

Phone Number

E-mail

CRU Resumes

A Professional Resume is a formal document that provides an employer with a clear, current and detailed statement of a job candidate's prior work experience, education, and accomplishments.

The Content, Format and Structure of a CRU Resume is specifically tailored for use by Felons seeking to re-enter the workforce in an honest, open, and expeditious manner. When coupled with the accompanying CRU Cover Letter, the combination of documents clearly states 'who' you are,' 'where you are' and 'what you want to do in life.

CRU uses the 'Chronological Resume' format, as opposed to the 'Functional Resume' format, as it provides a quick, orderly overview of a candidate's work and educational experiences, while at the same time, making no attempt to underplay large breaks in employment history.

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Resume Example #1

Andrew Thomas

Your Address

Cell: (206) 123-4567

Email: andrewthomas@gmail.com

Objective: To obtain a Marketing & Sales position, which will allow me to apply my previous marketing & sales knowledge and experience with the extensive knowledge, skills and experience that will be part of any Marketing & Sales employment opportunity.

Education:

- Bachelor of Business Administration University of Phoenix 1996

Professional Experience:

1996 to 1999

West Coast Heating & Air Conditioning Redmond, Washington

Telemarketing Manager

- Effectively utilize public relations and other events to acquire new sales leads for staff;
- Cultivate, maintain and strengthen long-term relationships with existing Customer base;
- Responsible for the selection, set up, testing and contractual-negotiations for all new 'clubs' and 'services' marketing programs;
- Work to reduce 'service call times' by 15%;
- Responsible for service call 'Script Development and Script Enhancement;' and,

- Conduct all on-site training at the telemarketing.

1994 to 1996

The Bon Marche Seattle, Washington

Sales Specialist

- Serve store and online customers by efficiently and effectively selling products, and by meeting/exceeding customer needs;
- Service existing accounts, obtain new orders, and establish new accounts;
- Adjust content of sales presentations by studying the type of sales outlet and trade factors related to the product and target audience;
- Submit sales orders by referring to price lists and product literature;
- Monitor competition by gathering current marketplace information on pricing, products, new products, delivery schedules, and merchandising techniques; and,
- Recommend changes in products, service, and policy by evaluating results and competitive developments.

1992 to 1994

Sears Shoreline, Washington

Acquisition Specialist

- Assist in the preparation, maintenance, analysis, review, delivery and tracking of all Sears acquisition documentation;
- Assist Sears Managers with developing and evaluating acquisition strategies, performing analyses, developing and reviewing documentation, and providing defense systems acquisition expertise to mitigate program schedule and execution risk;
- Coordinate and assist with the monitoring, performance and progress against existing program plans, baselines, and requirements;
- Coordinate budget, cost, acquisition and contract input for program/project cost, schedule, and performance; and,
- Assist in preparation and coordination of internal and external Program Management Reviews (PMRs) and briefings

A complete list of Professional and Personal References will be immediately provided upon request.

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Resume Example #2

Jeff R. Jones

12345 22nd Ave S, Tukwila, WA 98188

Cell: (206) 123-1234

Email: jeffrjones@gmail.com

Objective: To obtain a Quality Control Entry-Level position in the Aerospace Industry that will allow me to continue to apply my past Quality Control experiences, and more importantly, provide me with the opportunity to measurably build my knowledge, skills and abilities in this critical and challenging field.

Education:

- Garfield High School, Seattle, WA Graduated June 1995

Professional Experience:

July 1997 – June 1999

Beverage West Corporation Kent, Washington

Beverage Delivery Driver

- Read and efficiently work from routing manifest to deliver products to customers using truck, forklift, pallet jack and/or hand truck;
- Accurately record invoices, credits, or other instructional information on the truck route manifest, complying with any special instructions for proper and efficient delivery;
- Collect money from customers, makes the change, and records transactions on customer receipt; and,
- Maintain accurate records of the route, follows check-in procedures, verifying accurate payment for invoices and checks in any returned product.

October 1995 – July 1997

NW Skills, Inc., Seattle, Washington

Dimensional Quality Inspector

- Review quality documentation such as quality policies, testing procedures, incident reports, and project documents;
- Status and Inventory Control of Raw Materials and Finished Product;
- Maintain and track document changes and assist in version control;
- Assist in ensuring the continuous training of all employees, and maintain all training records;
- Participate in all Internal Audits of quality documentation and practices;
- Maintain record integrity and security; initiating, reviewing, and revising Standard Operating Procedures; and,
- Ensure compliance to all applicable FDA and ISO standards by interpreting federal and local regulations and providing regulatory support.

Current Local References will be provided upon request.