

**[Full Name]**  
**[Phone Number]. [Email]. [Mailing Address]**

### **CAREER OBJECTIVE**

This is where you can write two to three sentences about yourself as an employee and the goals you want to accomplish by applying to a particular job. Try to make it specific to the job itself.

Example:

My objective in applying to work at Company X is to further hone the skills that I developed while obtaining my HVAC certification. With the experience I gained doing carpentry and electrical work for over 10 years, I believe that I can positively contribute to Company X's team.

### **SKILLS & EDUCATION**

This is where you can list your areas of expertise or special skills. You may have obtained certifications or degrees that would be relevant to the work you are seeking. This is where you can list the skills you have developed and any other accomplishments!

[Name of certificate/program/degree, Institution]

[Date started-Date finished]

- You can also use bullet points to explain a specific program you participated in or a degree that you received to provide more context.

Example:

Bachelor's Degree, Villanova University

2000-2016

HVAC Certification, SCI Graterford

2012-2014

- Certified in interpreting drawings and blueprints to install, connect, troubleshoot and repair, test, and operate HVAC systems and related components, as well as monitoring system operations to sustain efficiency and comply with technical specifications, manufacturer instructions, and local procedures and codes

### **PREVIOUS WORK EXPERIENCE**

All work experience is valuable! Any jobs that you may have held while incarcerated will have given you important work experience that future employers will want to know about!

[Job Title, Company/Org/Institution]

[Date started-Date finished]

- What were some your responsibilities? Did you complete a project or specific tasks? Did you have to use particular skillsets? List those things here.

Example:

Shipping Clerk & Forklift Driver, SCI Graterford 1999-2007

- Oversaw billing, managed paperwork and correspondence, and maintained forklift

General Maintenance, Athletic Department, SCI Graterford  
2007-2014

- Constructed and maintained equipment and coordinated packing and shipping of equipment

## **VOLUNTEER EXPERIENCE**

Because resumes are generally one page, you may not have space for this section. However, if you do have meaningful volunteer experiences that you think bolster your other experiences and would be relevant to the job you're applying to, include them here as you would a work experience.

[Volunteer Position, Program]

[Date started-Date finished]

- What were some of your responsibilities or the tasks you completed? What was the program and what was its purpose?

## **REFERENCES**

You can use a Corrections Officer, a team leader, or a program leader as a valid reference. Usually, individuals list anywhere from one to three references as follows:

[Full Name, Job Title, Company/Org/Institution; Contact Information (phone or email)]

Example:

Jane Doe, Unit Manager, SCI Graterford; (123) 456-7891