

JANE DOE

(555) 555-5555 jdoe@email.com

Key Skills:

- Strong interpersonal skills
- Works well under pressure
- Capable at organization and follow-through
- Diligent
- *(Insert key words that appeared in the advertisement if they apply to you.)*

Experience: *(Below are some examples that you could include to describe your work in prison.)*

- State of Texas: Worked in landscaping, helping to maintain 40+ acres. Job required long hours in the heat, rain, or cold. Required problem solving and independent thinking.
- Travis County: Provided administrative support, including careful record keeping, filing and computer/typing skills. Followed through with requests and needs of various officials.
- Library assistant, including helping with book selections, returning books, and repairing books.
- *(The point is to include some of the work you've done, describing the responsibilities of that work. If you were incarcerated with the state, list that state as your employer. Do not falsify information! But by listing a state or county, it gives you the opportunity in the interview to explain your circumstances.)*

Education and Credentials:

- Certified Landscape Professional *(or whatever certification you've completed)*
- Nine hours of college coursework from New Hampshire University *(or wherever)*
- New City High School, New City, VA High School Diploma *(or GED as appropriate)*

Additional Abilities:

- Able to get along well with people from a variety of backgrounds. Have learned to diffuse potentially difficult situations. Team player who can relate well with others.
- With limited resources at hand, have learned to create and function effectively.

Please note: this is a sample resume. The goal is to emphasize your knowledge, skills and abilities, without emphasizing the gaps in your employment due to incarceration. You can put the state or county you worked for while incarcerated as your employer. Think through skills you've developed while incarcerated, including having to get along with difficult people. These are genuine skills that are highly valued in the workplace. Learn to emphasize your strengths and experiences!