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Employment Tools

Click on the links below for job finding resources. You can also get a resume template and look at interviewing tips below.

- [Wyoming Department of Workforce Services](#)
- [Wyoming at Work](#)
- [WY-CO Partnership](#)
- [Unemployment Benefits in Wyoming](#)
- [O-Net](#)
- [Experience Works](#)
- [America's Job Bank](#)
- [Nation Job Network](#)
- [Employment Resources for Ex-Offenders](#)

Click on the items below to get more information for employment:

Resume Template

Interviewing Tips

The Hiring Process

Copy and paste this document into a Microsoft Word blank document and fill in your information [Go back to employment page](#)

[Street Address], [City, ST ZIP Code]•[phone]•[e-mail]

[Your Name]

Objective

[Describe your career goal or ideal job.]

Experience

[Dates of employment] [Company Name] [City, ST]

[Job Title]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

[Dates of employment] [Company Name] [City, ST]

[Job Title]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

[Dates of employment] [Company Name] [City, ST]

[Job Title]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

[Dates of employment] [Company Name] [City, ST]

[Job Title]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

Education

[Dates of attendance] [School Name] [City, ST]

[Degree Obtained]

- [Special award/accomplishment or degree minor]

References

References are available on request.

What to expect: The Hiring Process

It may have been a long time since you have applied for jobs. Below are some tips of what to consider when looking for a new job:

1. Identify what you want to do for a job or career. Make a list of several different job categories and list out your interests or your previous job experience
2. Find out if the jobs you are interested in are available in your area by searching the want ads or calling a local business in your field and ask.
3. Ask yourself if you have the necessary skills, training or education. If not, consider what it would take to get the training or education prior to applying for a job in that field.
4. Once you find a job you want to apply for by searching the local paper and internet, make initial contact with the business to get an application and explore all positions available
5. Find out what the best approach to get an application is, should you:
 - Call ahead (talk with human resources if available)
 - Go in person / drop in
 - Set appointment
 - Complete online and send electronically
6. Fill out the application:
 - Type or print neatly
 - Check spelling and grammar
 - Complete application entirely
 - If you have questions about the application, either contact the business/human resources or ask a workforce center in your town
7. If a resume is required:
 - Update the resume
 - Make sure your contact information is accurate
 - Look online for sample resumes
 - Spell check and grammar check
 - Give detailed explanations about previous duties
 - Have a friend look it over to check for mistakes or format errors
 - Print several copies for you to pass out
8. When you return the application be sure and dress appropriately, you may encounter the person who is hiring.

9. Follow up with a phone call if you don't hear from employer. You may want to do a status check on the job and interview process. This will also show you are very interested in the position.
10. Once you have been called for an interview, you should prepare responses for your conviction and your lapse in work while incarcerated. When talking about your incarcerated time, be positive and stress the vocational/educational classes and programming you completed. Explain what you have done to better yourself while incarcerated. You should also do research on the company to show you know about their business.
11. Be EARLY for your interview and make sure you have directions or drive to location ahead of time if possible.
12. Dress appropriate for the job you are applying for. Make sure you have good hygiene.

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