EMERGENCY JOB KIT:
GET HIRED FAST

Free Tools to Bounce Back After Benefits Cuts

TABLE OF CONTENTS

1. Crafting Your Resume
2. Writing a Cover Letter
3. Recognizing Red Flags in Your Job Search
4. Job Application Tracker
5. Boosting Your Job Application
6. Interview Preparation
7. Salary Negotiation Script
8. Networking and Follow-Up
9. Felon-Friendly Employers and Quick-Hire Jobs
10. Free Career Support Resources

Your Emergency Career Lifeline Starts Here

These tools are hand-picked to help you take action immediately—whether you just lost benefits, got laid off, or feel stuck in a job search spiral. WRAC has you covered.

Included in This Kit:

- **Editable Resume Template** : Built for speed and style—plug in your information and apply.
- **Fast-Hiring Job Board List :** Direct links to companies hiring now, including remote, hourly, and community-based work.
- I**nterview Cheat Sheet:** Know what to say and how to say it. This is your confidence booster for phone screens, virtual calls, or in-person interviews.
- **Action Tracker :** Organize your applications, follow-ups, and notes in one place so nothing falls through the cracks.
- **WRAC Emergency Help Link:** Get direct access to a free 15 - 30 minute career conversation, discounted coaching, sponsorship support, and live help when you feel overwhelmed or unsure.

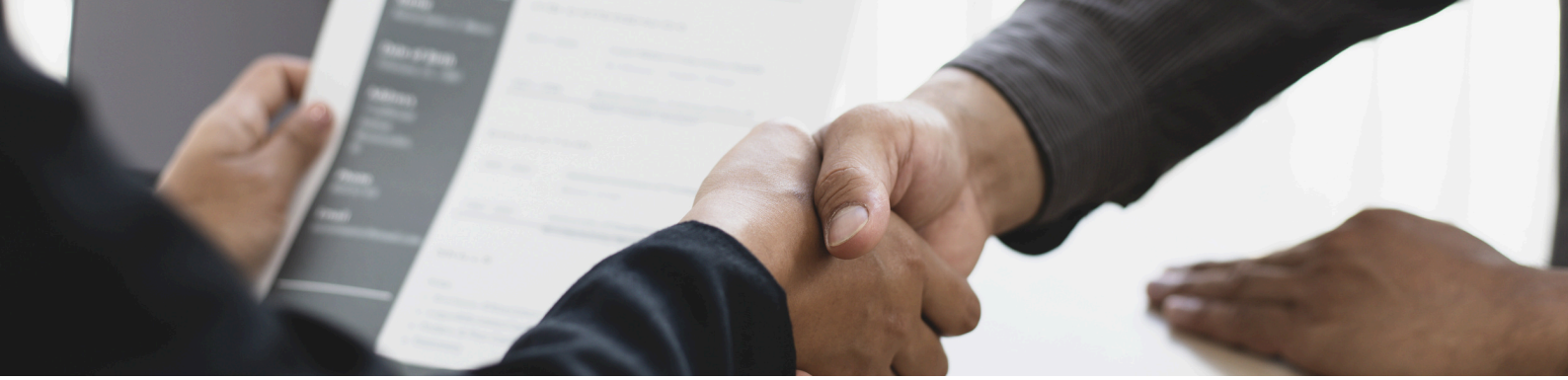
1. Crafting Your Resume

A well-crafted resume is key to opening doors in your job search. Use these tips to ensure yours stands out:

- Highlight relevant skills and experiences
- Use clear, concise language
- Tailor each resume to the specific job description
- Emphasise measurable achievements
- Keep formatting clean and consistent
- Include keywords from the job listing
- Proofread to eliminate errors

RESUME FORMATTING TIPS

- Replace any images on your resume with text
- Avoid fancy formatting, borders, or graphics
- Use standard headings for sections of your resume
- Incorporate relevant keywords from the job description
- Review your resume for spelling and grammar errors



ACTION VERBS FOR RESUME

- Achieved
- Acquired
- Activated
- Built
- Closed
- Collaborated
- Converted
- Created
- Cultivated
- Deciphered
- Delivered
- Demonstrated
- Developed
- Directed
- Drove
- Engineered
- Exceeded
- Expanded
- Generated
- Handled
- Headed
- Implemented
- Improved
- Increased
- Initiated
- Innovated
- Instructed
- Integrated
- Introduced
- Invented
- Launched
- Led
- Leveraged
- Managed
- Motivated
- Navigated
- Negotiated
- Operated
- Oversaw
- Partnered
- Piloted
- Pioneered
- Produced
- Proposed
- Prospected
- Provided
- Raised
- Resolved
- Revealed
- Secured
- Simplified
- Spearheaded
- Streamlined
- Supervised
- Surpassed

2. Writing a Cover Letter

A cover letter is a valuable opportunity to convey your enthusiasm for the role and demonstrate why you're a strong fit for the position. Use these guidelines to craft an effective cover letter.

1. HEADER
Include your contact information, the date and the employer's contact information. Use a professional salutation.

2. INTRODUCTION
State the position you are applying for and briefly mention how you learned about the opportunity.

3. BODY
Explain why you are a good match for the role. Highlight relevant skills and experience, and provide specific examples of your achievements.

4. CLOSE
Thank the employer for considering your application, reflect your enthusiasm for the role, and include a call to action, such as your availability for an interview.

This guide provides a clear four-part structure for writing an effective cover letter that showcases your qualifications and interest in the position.

Example

Dear [Employer Name],

I am writing to express my interest in the [Position Name] position at [Company Name]. I am confident that my skills and experience make me a strong fit for this role.

I have [Number] years of experience in [Industry] and have successfully [Achievement]. I am excited about the opportunity to work with [Company Name] and contribute to its success.

I am available for an interview at your convenience and look forward to discussing my application further.

Thank you for considering my application.

Sincerely,
[Your Name]

3. Recognizing Red Flags in Your Job Search

Be cautious of potential issues during your job search. Watch for these red flags:

- The hiring process seems rushed
- The recruiter or hiring manager demands sensitive information right away
- The job description is vague or confusing
- Too many interview rounds or unpaid tasks
- A high number of employees have left the company
- Salaries and incentives are unclear or inconsistent during interviews
- No salary listed or employer avoids the topic
- Job is constantly reposted or “urgently hiring” with no explanation
- “We’re like a family” is used to justify overworking
- Pressure to accept the offer quickly

4. Job Application Tracker

Keep your job search organized with this tracker

Company Name	Position Title	Date Applied	Application Status	Interview Date	Follow-Up Sent	Notes

ATS Checklist

- Replace any images on your resume with text
- Avoid fancy formatting, borders, or graphics
- Use standard headings for sections of your resume
- Incorporate relevant keywords from the job description
- Review your resume for spelling and grammar errors

5. Boosting Your Job Application

1.**Tailor Your Materials**

Customize your resume and cover letter for each job listing.

2. **Use Keywords**

Mirror the language in the job ad to help your resume pass Applicant Tracking Systems.

3. **Showcase Accomplishments**

Highlight your skills and achievements with specific examples.

4. **Proofread**

Review all application materials for typos and errors before submitting.

Reference Page Template

Use this template to organize the contact details of your professional references.

Reference 1

- Full Name:
- Title:
- Company:
- Phone Number:
- Email Address:

Reference 2

- Full Name:
- Title:
- Company:
- Phone Number:
- Email Address:

Reference 3

- Full Name:
- Title:
- Company:
- Phone Number:
- Email Address:

6. Interview Preparation

Common Interview Questions

- Tell me about yourself .....
- Why do you want to work here? .....
- What are your strengths?.....
- What are your weaknesses?.....
- Describe a challenge you overcame.....
- What are your career goals?.....
- Why did you leave your last job?.....
- Tell me about a time you solved a problem.....
- Do you have any questions for me? .....

Interview Preparation Notes

Company Name	Key points	Questions I was asked	Notable details	Impression and follow-ups

Handling Rejection

Rejection isn't the end—it's information.
Use this to unpack what happened, what you learned, and what to do next:

- **What happened?**
  - What job did you apply for?
  - What excited you about it?
  - What did you hear back?

- **What can I learn?**
  - Did I meet all the qualifications?
  - Was I confident in my resume or interview?
  - What feedback, if any, did I receive?

- **What would I do differently?**
  - What do I need to update or improve?
  - Resume?
  - Cover letter?
  - Confidence?

- **Now what?**
  - What kind of role do I really want next?
  - What step will I take this week?

Rejection isn't personal—it's preparation. Let it teach you, not stop you.

SALARY NEGOTIATION

7. Script

Thank you for offering me the [Job Title] role. I'm excited about the opportunity and the chance to contribute to [Company Name]. Given my [X] years of experience and my skills in [mention professional strengths], I am seeking a [desired salary or range]. Is there room to negotiate?

8. Networking and Follow-Up

Networking is a powerful way to access opportunities that aren't listed online. Connect with people who can help advance your career, such as:

- Former colleagues
- Professionals in your desired industry
- Your college alumni network
- Attendees at professional events
- People working at your target companies

Professional Communication Tips

- **Headline Formula:** What you do | Client or industry you serve | How you do it
- **Email Etiquette:** Always include a professional email address and an email signature with your title, phone number, and LinkedIn profile link.
- **Voicemail Greeting:** "Hi, you've reached [Your First & Last Name]. Please leave your name, number, and a brief message, and I'll get back to you as soon as possible."
- **Elevator Pitch Template:** I help [who you work with] achieve [what outcome or benefit you deliver] through [how you deliver the outcome or benefit].

Network Follow-Up Template

Dear [Name],

It was a pleasure meeting you at [Event Name]. I enjoyed our conversation about [Topic] and learning more about your work with [Organization]. I'd love to keep in touch and continue our conversation about [Topic]. Please let me know if you would be open to connecting again over a call or coffee in the coming days.

Best regards,
[Your Name]

30-Day Bounce-Back Job Search Checklist

Take small steps every day. Watch how fast your confidence returns.

Daily Actions

- Apply to at least 2 jobs
- **Track:**
  - Total jobs applied
  - Interviews scheduled
  - Follow up on yesterday's applications
  - Rejections received (and reviewed for insight)
- **Re-read** one job description and tailor your resume
- **Support used** (resume help, coaching, WRAIC mindset tools)
- **Spend 10 minutes** on mindset tools (affirmations, walk, prayer)

Weekly Goals

- **Week 1:** Finalize your resume + set job alerts
- **Week 2:** Attend 1 webinar

9. Felon-Friendly Employers and Quick-Hire Jobs

Large, Felon-Friendly Employers (Nationwide)

- **Starbucks:** Known for giving second chances
- **McDonald's:** Frequently hires ex-offenders
- **Amazon:** Offers positions in fulfillment and warehouse
- **General Mills:** Offers manufacturing jobs
- **Walmart:** Retail and logistics roles widely accessible
- **Home Depot & Lowe's:** Known for "Ban the Box" policies
- **Coca-Cola:** Multiple distribution and manufacturing jobs

Other Major Employers That Hire Felons

- Costco, UPS, CVS, Ben & Jerry's, Gap, Albertsons/Kroger
- Aramark, AT&T, Boeing, Canon, Dell, Exxon, IBM, Verizon, Xerox

Tips for Applying With a Record

- Check for "Ban the Box" on job applications (skip felony question)
- Look for roles in warehousing, food service, delivery—most entry-level
- Be upfront when asked: frame past as a lesson, focus on skills
- Use WRAC tools: Track where you've applied, tailor your resume, follow up

What People in Vegas Say

- USPS will hire anybody with 5 years of a clean arrest record
- Some employers aren't doing interviews, just hiring anyone who applies

10. Free Career Support Resources

Job Boards

- Indeed
- Glassdoor
- USAJOBS
- LinkedIn
- JobSpotter (Coming soon)
- Snagajob
- Monster
- ZipRecruiter
- CareerBuilder

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