



CROSSING  
**HOME**

Facilitating lasting reentry

## Job Readiness Checklist

- Government picture ID and Social Security Card OR Birth Certificate  
If you are in need of a replacement government pictured ID and/or birth certificate, Caring & Sharing Hands will provide a voucher on Mondays-Thursdays 10 – 11:30 am or 1:30-3:00 pm at 525 North 7<sup>th</sup> Street in Minneapolis.
- Interview clothing  
If you are in need of interview clothing, please contact Alyssea and she will make a referral for you.
- Resume/Cover Letter  
If you need a resume or need to update your resume, please contact Alyssea and if you need copies of your resume, ask Alyssea to make copies of your resume or print them out.  
If you need a cover letter or need to update your cover letter, please contact Alyssea.
- Cell phone and/or voicemail:  
Make sure you have a reliable voicemail for employers to be able to call you. Let Alyssea know if you need her to set up a voicemail.
- E-mail  
If you do not have an e-mail address, please contact Alyssea and she will help you create an e-mail address for you and show you how to use it.
- Transportation: Know how you are getting to the interview and job site!  
Alyssea can arrange reduced bus cards. The Basilica of St. Mary' also gives free buses, once an individual is employed and living in Minneapolis.

Please make an employment **appointment** with Alyssea to meet at 3041 4<sup>th</sup> Avenue South, Minneapolis, MN 55408. This is the Urban Ventures building and you will need to go upstairs to the second floor to check in at the Amicus receptionist.

FYI: the #21 bus travels East & West on Lake Street.

Alyssea's contact information:  
Phone: 612.998.6144  
E-mail: [info@crossinghome.org](mailto:info@crossinghome.org)

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[www.CrossingHome.org](http://www.CrossingHome.org)