

SAMPLE
Letter of Explanation

Your Name
Your Address
Milwaukee WI 53208

January 1, 2010

Employer Company
12345 Driver Road
Milwaukee WI 53202

Dear Sir or Madam:

I am seeking work within your company. The purpose of this letter is to explain my felony conviction, and offer you reassurance that I will be an asset to your organization.

In 1998 I was convicted of drug distribution and served five years in federal prison. During that time of my life, I was irresponsible, financially unstable, and had no plans or goals for my future. I was supporting two children, could not find a good job, and let my frustrations affect my decision-making.

In pursuit of changing my life and rebuilding my character, I made good use of my time in prison. I took several classes, including Money Management, Parenting, Resume Writing, and Welding. I held several jobs, including grounds maintenance, janitorial services, and laundry detail. I am most proud of the Culinary Arts certificate I earned.

I was released from prison in 2006, and am moving forward with my life. I am hard-working, dependable, and responsible. I have the skills necessary to be an excellent employee for your company. Please note that by hiring me, your company is eligible to receive the Work Opportunity Tax Credit. I am also eligible for the Federal Bonding Program, which offers a limited insurance plan of \$5,000.00.

I look forward to discussing these further with you.

Sincerely,

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