

## **How the Explanation/Cover Letter helps offender's**

### **1. Why use a letter of explanation?**

Using a letter of explanation helps you prepare for the interview, feel more comfortable and decide when it is the best time to bring it up during the interview process.

### **2. What do you say?**

It is extremely important to develop a letter from your heart. Deciding what you value most and what is important to you. When you write your values from your beliefs, they are true and sincere and come across as such during the interview. Your body language says a lot during an interview and the hiring person will detect if you are not sincere in your words. Choosing your own words and beliefs helps you decide what to say and say it with confidence in the interview.

### **3. When is the right time to bring it up in the interview?**

Don't read the letter, but remember what you said in it and produce it after you have discussed it with the hiring person. The right time for you to discuss it is when the hiring person asks, "Do you have any more questions about the job?" You can say, "No however, because I value honesty, integrity and directness, there is something I would like to tell you about myself...." Then shortly explain that upon doing a criminal background check, they would find convictions for..... Go on to explain that you made a mistake paid deeply for it and will continue to do so for the rest of my life. You cannot do anything about what is already done however; you can do everything with what is left. It is extremely important to stay positive and turn your experience into an opportunity to briefly talk about how you have changed and how you give back. Don't dwell on the past, it is behind you. After you have explained yourself, give them the letter and tell them it is for their file and begin talking about why you are the best fit for the job.

### **4. How will you feel after the interview?**

Even if you don't get the job you will feel like you are on top of the world, and there is hope. The more you can talk about what you have done and the positive things that came from your experience, it will get easier. When you believe in yourself, it shows to others.

See the sample Letter of explanation below. Remember, it is important to put your letter together in your own words to reflect your core values and beliefs.

-Letter of Explanation Sample-

Sue Smith  
224 Main Street  
Fortville, WI 53333  
262-xxx-xxxx (home)  
262-xxx-xxxx (cell)  
[smith.sue@yahoo.com](mailto:smith.sue@yahoo.com)

To Whom It May Concern:

The things I value most are honesty, integrity and directness. Therefore, upon conducting a background check, you will find that I have felony convictions for theft in a business setting and a misdemeanor for disorderly conduct.

From this experience I have grown and taken personal responsibility for my actions. I also hurt many people from my mistake and realize I can't change what is already done but I can make the best with what is left. I am very remorseful of my actions and feel it is not only important, it is necessary to continue making my restitution payments, to give back to the community through public speaking on the negative affects that gambling can have and to donate crocheted items I make to shelters, churches and charities. I have made a terrible mistake, however, I would like to put it behind me and keep moving forward. I am looking for a second chance to reestablish myself in the community.

I am eager to pursue this or other opportunities with your company. I believe my experience will allow me to contribute to the successful day-to-day running of your company. I can adapt to adversity and work assignments with minimal supervision. I am a reliable, team oriented professional who has a lot to offer your company. In addition, your company could be eligible for up to \$9,000 in tax credits for hiring me. To guarantee that I will be an honest worker, I can be bonded up to \$25,000 through the Fidelity Bonding Program. I will be happy to supply you with more information at your request.

I look forward to the opportunity to further discuss my qualifications and address any questions you may have. Thank you for your consideration.

Sincerely,

Sue Smith