

Sample Letter of Explanation or Cover Letter

John Doe
Street address
City, NE 68599
March 20, 2010

XYZ Company
555 O Street
Lincoln, NE 68506

Dear Human Resources (or specific manager's name if known),

I am submitting an application for the _____ position with your company. I know that, given an opportunity, my skills and abilities would prove to be a strong asset for your company. I've had 5 years of experience in this field (*be specific*). I am dedicated, self-motivated, hard-working, industrious, and reliable. I believe that I have much to offer the XYZ Company. I assure you that I am seeking to build a career, not just get a paycheck.

Please accept this explanation regarding the notable items on my application. I was arrested in January 1997, and convicted of assault in November 1997. I certainly do not want to mislead or lie to you by not providing detailed information. Due to the sensitive nature of this issue and the intense embarrassment that I feel regarding my past mistakes, I would very much like to discuss this issue in depth with you in person.

I would like to explain the specifics of my past and my deep-hearted regret for my actions. I would also like to explain the reasons why what I have done in the past will never happen again. I am excited that I now have an opportunity to turn my life around, to become an outstanding employee, and to become a responsible member of the community. All I am asking for is the opportunity to prove that these are my intentions.

An interview at your convenience to discuss my qualifications and your requirements would, I believe, prove to be mutually beneficial. Thank you very much for your time and consideration.

Sincerely,

(sign your name in this space)

John Doe

Letter of Explanation Sample



John Smith (you)
1234 Anystreet
Lincoln NE 68503

Date

Jane Doe
Title (e.g. Human Resources Director)
ABC Company
6789 Main Street
Lincoln NE 68504

Dear Jane,

I am writing to inform you that you will find a felony conviction when you conduct my background check. My conviction was.....

I served ... (length of time served) at(location where time served – e.g. NSP, OCC, LCF)

I am providing you this information up front, so you will know that I readily admit to the mistakes I have made, and so you will know that I am focused on moving forward and not making those same mistakes again.

During the time I was incarcerated I did(list those self-betterment activities you participated in). I participated in these programs in order to put my time to good and practical use, and to prepare myself to live a moral, ethical and legal life after my release.

Working for (...company name) will be the next stone laid in the foundation of rebuilding and renewing my life, and it would be my privilege to do so. My commitment to succeeding and moving forward in a positive way, allows me to bring diligence, and the determination to be the best and most hardworking employee, which is a definite asset to any employer.

I am so committed to making a positive change in my life, that I am willing to work Without Pay for one week. This gives you the opportunity to give me a trial run, and test the merchandise ahead of time.

In addition, to receiving one free week of work, (...company name) is eligible for the Work Opportunity Tax Credit. This credit provides up to \$2,400 in tax deductions for hiring me. You are also eligible to obtain, free of charge, a bond through the Federal Bonding Program. This bond protects you against any acts of dishonesty on my part.

Thank you for your consideration. I look forward to hearing from you, and hope that (...company name) will be a part of the positive change in my life.

Sincerely,

Type your name beneath your signature