

Letter of Explanation Template

[Initial Greeting]

First Paragraph: List your conviction(s), the dates and a brief explanation of the circumstances (explain in two sentences or less and focus on the big picture). Express regret and responsibility.

Second Paragraph: Focus on how you have paid your debt to society and the ways in which you have improved your life. Sell the fact that the employer should not worry about your future choices by explaining what you have learned.

Third Paragraph: Discuss why you want to work for this employer, how your skills are a match, and how this position will help you reach your ultimate goals.

Thank you for your time and consideration.

Sincerely,
[Your Name]



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