

**Sample Letter to be sent to Company by Inmates with Job Applications to Prospective Employers**

**(Name of Company)  
(address)  
(contact person)  
(date)**

**Dear (contact person)**

**I have applied for a (put in the name of the position, e. g. salesperson, electrician, receptionist) position with your company. The application and resume that accompanied it indicate that I was convicted of a felony and was incarcerated in a federal correctional institution. During my incarceration, in addition to completing various education, job readiness and life skills programs, I was employed in UNICOR, a Bureau of Prisons corporation that provides both job training and employment opportunities to federal prisoners. UNICOR is engaged in a wide variety of manufacturing and service operations. Their goods and services are offered to federal agencies and the Corporation's earnings support all aspects of its operations.**

**If your company is concerned about employing an ex-offender and Fidelity Bonding would serve as an incentive to do so, UNICOR is offering insurance, at no cost to the employer or employee, that reimburses employers for any loss (up to 100% of the amount of the Fidelity Bond) due to employee theft of money or property.**

**If you would like additional information about the bonding program, please call Barbara McAuliffe, Federal Bonding Specialist, UNICOR central office, at 202-305-4430.**

**Sincerely yours,**

\_\_\_\_\_ **(name of applicant)**

**To Whom it May Concern,**

**Due to an extremely serious drug addiction, I have unfortunately accumulated two felony charges, one for acts of fraud committed in 2002 and one for a forgery in early 2003. The worst of these is my conviction of mail fraud for my activities while employed by the Microsoft Corporation - redirecting company software in an inappropriate manner. I struggled with heroin addiction for many years and I was in the depths of this addiction when these events occurred. I realize that nothing excuses what I did, but I have served my time and am free from drug addiction today. There is nothing I wish more on this earth than to be able to go back and not be a participant in the fraudulent activities. I will, for the rest of my life, regret betraying the trust of such a wonderful company and employer as Microsoft.**

**Coming to realize that a clean and sober life was indeed possible for me to live, I have undergone extensive drug treatment programs, and have been clean from all narcotics for close to two years. I am involved in the programs of Alcoholics Anonymous and Narcotics Anonymous and have managed to completely turn my life around. I was homeless, on the streets with a very serious drug addiction and have managed to change all that and become an honest, contributing member of society. My recent achievements include a 4.0 grade point average in my Computer Technician course at Seattle Vocational Institute along with participating in many projects in a work study capacity also at SVI. I enjoy working with animals as well, and have spent many hours volunteering at PAWS, the Animal Welfare Society up in Lynnwood.**

**I very much recognize that prospective employers may not be so eager to take a chance on hiring somebody with a past like mine. I simply wish to point out here that I have taken huge steps in moving forward with a successful, fulfilling and honest life. I very much would like an opportunity to continue on this path, and have many positive references - people who will generously attest to my accomplishments in the last two years. I am smart, very hardworking, and would be a positive, valuable addition to your business.**

**Thank you for your consideration.**

**To Whom it May Concern,**

**My recent achievements include a 4.0 grade point average in my Computer Technician course at Seattle Vocational Institute along with participating in many projects in a work study capacity also at SVI. I enjoy working with animals as well, and have spent many hours volunteering at PAWS, the Animal Welfare Society up in Lynnwood. However, due to an extremely serious drug addiction, I have unfortunately accumulated two felony charges, one for acts of fraud committed in 2002 and one for a forgery in early 2003. The worst of these is my conviction of mail fraud for redirecting company software in an inappropriate manner. I struggled with heroin addiction for many years and I was in the depths of this addiction when these events occurred. I realize that nothing excuses what I did, but I have served my time and am free from drug addiction today. There is nothing I wish more on this earth then to be able to go back and not be a participant in the fraudulent activities. I will, for the rest of my life, regret betraying the trust of my employer.**

**Coming to realize that a clean and sober life was indeed possible for me to live, I have undergone extensive drug treatment programs, and have been clean from all narcotics for close to two years. I am involved in the programs of Alcoholics Anonymous and Narcotics Anonymous and have managed to completely turn my life around. I was homeless, on the streets with a very serious drug addiction and have managed to change all that and become an honest, contributing member of society.**

**I very much recognize that prospective employers may not be so eager to take a chance on hiring somebody with a past like mine. I simply wish to point out here that I have taken huge steps in moving forward with a successful, fulfilling and honest life. I very much would like an opportunity to continue on this path, and have many positive references – people who will generously attest to my accomplishments in the last two years. I am smart, very hardworking, and would be a positive, valuable addition to your business.**

**Thank you for your consideration.**

**To: Starbucks**

I understand that you may have some concerns about my criminal history. A while back I began associating with the wrong types of people, lacked good judgment and lived a very irresponsible life. Today, I've learned from my mistakes of the past. Through hard work and counseling I have grown from a person who committed crimes to being a person committed to leading a productive, responsible and law abiding life; as my last and final conviction was in the year 2000.

With change being of utmost importance in my new life, I changed my peers from negative to positive, I changed my address and my lifestyle. Now, instead of allowing my past to determine my future, I am determined to continually make positive changes in my life, others' lives and contribute to the betterment of our community. My dedication to make a difference in our community and be of assistance to others is evident in the area of study I have chosen, as I am in the Social and Human Services program at Seattle Central Community College where I am currently on the Deans list.

If Starbucks can look past my past, to the person I've become and afford me the opportunity to become a partner, I know that I will meet and or exceed all of your expectations of me.

Example

**To Whom It May Concern:**

**I would like to take this opportunity to explain my felony conviction back in 2003. Prior to my conviction, I had a serious gambling addiction which led to my destructive behavior. Presently I have been attending Gambling Annoymous to control my addiction and to turn my life in a new direction for the better. As part of my recovery I feel strongly that I need a good job opportunity to help me be a more productive person and help contribute to society in a positive way. Thank you for taking my application into consideration.**

**Sincerely,**