

JON JONES

4567 Broadway | Thornton, CO 80123
jjjobseeker@email.com | 720.888.8888

Dear Human Resources Officer:

This letter is to explain a petty theft conviction you may find on my background report from 2011. At this time in my life I recently lost my job and was feeling desperate. As a result, I used very poor judgment in choosing to shoplift in order to provide for my family. Looking back, I regret the negative impact this decision had on the business, my family and my life.

I was originally ordered to pay fines, which due to my circumstances, I was unable to do. I was arrested for nonpayment and spent a week in jail, meeting the requirements of the court and resolving my case. I have never been in trouble with the law before that time or since, and can say that this experience has taught me that in times of stress taking a few moments to think through my actions will lead to better outcomes. I now consider all options and potential consequences before making decisions.

My goals include continuing to build my career and provide for my family by finding stable employment. I have a wide range of experience, a very strong work ethic and proven leadership skills. Past employers would tell you that I am never late, I work hard, and am always willing to go above and beyond to get the job done and meet the needs of the customer.

I hope you will look past my background issue to see all that I have to offer. If given the opportunity, I will be a strong asset to your team and organization. Thank you for your time and consideration.

Sincerely,

Jon Jones