

## **Letter of Explanation Example: Registered Sex Offender**

Alexander Tuttle  
Production Recruiter – Greenheck Group  
1100 Greenheck Dr.  
Schofield, WI 54476

Dear Mr. Tuttle,

Please accept this letter expressing interest in a Full-Time Maintenance position at Greenheck, a position I learned of while participating in the FSET program. In addition to expressing my interest, this letter is meant to address my legal background and highlight the ways I have grown since my conviction. Through my demonstrated commitment to improving my skillset, behavior, and contribution to my community, I can firmly state I am not the same person who went to prison.

In 2016 I pled guilty to 2<sup>nd</sup> degree sexual assault of a minor, and as a result was incarcerated for approximately eight years. I take full responsibility for my actions and am deeply remorseful for my behavior. While incarcerated, I completed my high school diploma and took additional classes in basic mechanics and automotive repair, where I developed a strong attention to detail and excellent knowledge of machinery-related safety procedures. With this training and documented good behavior, I gained a position performing maintenance duties and mechanical repairs for prison facility vehicles, which I held for five years.

As part of my treatment as a registered sex offender, I participated in extensive counseling and voluntarily sought additional behavior therapy. Since being released from incarceration, I have continued treatment beyond the requirements of my program and regularly attend scheduled appointments with my probation agent. In the interest of giving back to the community, I have been volunteering part-time at the local food pantry taking inventory and supervising shipments. My treatment and volunteer experience has helped me demonstrate my reliability and commitment to improving my situation while also helping me develop strong critical thinking and communication skills.

My goal since being released is to obtain employment which engages the skills I have learned, continue my treatment, and contribute positively to my community and workplace. Greenheck's dedication to core values like community engagement and continuous improvement align with my values, and my recent training and abilities are consistent with those required in the Full-Time Maintenance position at Greenheck. Thank you for considering my letter and application, and I look forward to continuing this discussion in person.

Thank you,  
John Smith