

**Letter of Explanation Example: AODA-Related Justice-Involvement and Poor Work History**

Bo Johnson  
Recruiter – North Central Health Care  
2400 Marshall St.  
Wausau, WI 54403

Dear Mr. Johnson,

Please accept this letter of interest regarding the Registration Specialist position at North Central Health Care, which I learned about via North Central Health Care's website. On my application, I listed several AODA-related convictions, and I am writing this letter to show how I've changed and grown to become a reliable individual who would make a great employee at North Central Health Care.

From 2012 to 2018, I was convicted in several instances of possession of methamphetamine, possession of drug paraphernalia, and theft of moveable property. These offenses are all directly related to my then substance abuse, and I am deeply remorseful for my actions. In 2019, I voluntarily entered and completed an in-patient treatment program, where I underwent extensive therapy to treat my addiction and contributing mental health concerns. After treatment, I entered a sober living facility, where I eventually obtained a position as an Intake Specialist working with other individuals seeking recovery. In this role, I gained a strong knowledge of community resources and a patient approach to assisting individuals in crisis. I also became familiar with how treatment intersects with various healthcare and benefit-related matters, including Badger Care and FoodShare.

I am proud to say I have been substance-free for five continuous years, and I maintain my commitment by still attending therapy sessions and community support meetings. I have also completed all probation requirements, stayed free of further justice-involvement, and paid all legal fees associated with my convictions.

While my history of substance abuse compromised my professional longevity and reliability, my devotion to recovery and multiple years of experience working with vulnerable individuals highlights my growth and the many skills I bring to the Registration Specialist position. Additionally, my compassion for others, dedication to change, and emphasis on respect for the individual aligns with North Central Health Care's values and practices. Thank you for taking the time to review my application, and I look forward to discussing my background in further detail.

Thank you,

Amanda Jones