

REENTRY PACKET

Your Customized Guide to Support your Successful Transition



National Web-based Reentry Resource Center

www.fairshake.net

This Reentry Packet has been customized for: SEA

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Employment

Letter of Explanation

Resource Directory

Your Name
Milwaukee, WI
Your email
111-222-3333

**EXAMPLE of a
Letter of Explanation**

Re: Letter of Explanation

Insert Date Here.

Dear Sir or Madam,

The things I value most are honesty, integrity and directness. Therefore, in anticipation of the criminal background check, you will find that in October of 2006 I was convicted of the offense of Armed Robbery - Use of Force. I served 24 months in prison for my crime. Upon release in 2008, I unfortunately, returned to the same negative influences and the same circle of negative associations and as a result, I re-offended in 2009. The charge was again, Armed Robbery this time as a Party to a Crime. I know that what I did was wrong. It was a result of poor decision making on my part and it hurt a lot of people. I've learned a great lesson and won't repeat those past mistakes.

While incarcerated, I completed my HSED through the Warren Young School. In addition, after a period of careful self-examination, I began working on ME. I successfully completed coursework in **Walking the Line - the Vow to Succeed Program, Cognitive Intervention Phases I and II, and Re-Entry bridge to Success programs**. I then continued my education, gaining **certifications in Telecommunications Technologies as a Network Cabling Specialist in Copper Based Systems**. Since my release I have done some full time work as laborer in a tannery and volunteered my time at my 11 year old son's school. However, I am looking forward to getting back to work full-time in the field of Telecommunications as an installer so I may further demonstrate the changes in my life and be a responsible member of society.

I can understand why you may be hesitant to hire someone with my background. However, I am eligible for **The Fidelity Bonding Program which can insure you for up to \$25,000** against any act of dishonesty on my part. Additionally, when you hire me, you will be eligible for **Work Opportunity Tax Credits to save you up to \$9,000 this year**. I will be happy to provide you more information about those programs during our interview. Lastly, I recently successfully completed the **Pipeline to Employment Training Program for Former Offenders** sponsored by the **State of Wisconsin Department of Workforce Development** and I can provide a letter of recommendation from them at your request.

I am eager to pursue this or other opportunities with your company because I am confident my skills and experiences will dovetail with the needs of your business.

Thank you for your time and consideration.

Sincerely,

Your name here

Created by Maurice Sprewer Employment & Training Specialist / Reentry Coordinator
DWD / Job Service 4201 N. 27th Street Suite 602 Milwaukee, WI 53216

Employment - Employment Services

1005 W Jefferson Blvd, Suite 101

Dallas TX 75208

Phone: 214-941-0504

<http://www.selectstaffing.com/SelectStaffing/main.cfm?nlvl1=1>

Employment - Temporary Staffing Agency

14850 Quorum Drive

Suite 325

Dallas, TX 75254

972.661.1616

<http://www.pridestaffing.com>

Free - Free Stuff

Free stuff in your city. Please visit the website, look at the middle column once you're there, and under the FOR SALE header you will see a little link that says FREE. Follow that link and see all of the free stuff listed in your city! It is constantly being updated, so check back often.

<http://craigslist.org>

Employment - Temporary Staffing Agency

5150 Lemmon Avenue

Suite 105

Dallas, TX 75209-6423

214.599.9500

<http://www.pridestaff.com>

Food - Food Pantry

1331 Baywood St

Dallas, TX 75217

(214) 505-1928

The mission of the Pleasant Grove Food Pantry is to passionately pursue a hunger-free community in Pleasant Grove and the surrounding areas.

<https://www.pleasantgrovefoodpantry.org/>

Reentry Resource - Programs

Women participating in the New Beginning Program must commit to two years of training while they are on parole, during which time 2000 Roses expects the participants to hold jobs, learn how to maintain a bank account, keep a budget, complete their GED, as needed, learn three different job skills and contribute to the upkeep of the residence.

2000 Roses Foundation, Inc.

P.O. Box 227015

Dallas, TX 75222-7015

Phone: (214) 941-1333

<http://2000roses.org/>