



PERSONAL NARRATIVE

(Use the information from the previous page to help you personalize the Narrative below.)

Date

Address of employer

Dear Mrs. Smith,

I would like to apply for the position of _____ at your agency, which I have seen advertised on _____. I have attached a copy of my resume for you to review.

I have gained my **[Option 1]** (see Option 1 example on the following page)

I wish to disclose to you that I have a criminal record for theft and served six months in prison between August 2009 and January 2010. This was a period in my life of which I am not proud, and for which I now feel I have put firmly behind me. I made mistakes from which I have learned valuable lessons. The personal circumstances under which I committed these thefts are also very much in the past, and I feel that my life is now much more stable.

During my sentence, I took advantage of the prison education system and participated in the **[Enter the name of the program you participated in]** program. This is one of the most positive decisions I have ever made. I realize the importance of education and my goal is now to **[Select from Option 2 on the following page]**. I think that this shows my current level of motivation and desire to improve myself.

I have chosen to disclose my conviction as I believe it is best to be honest with any potential future employer. I know that I have turned things around in my life, and for the first time I have clear short-term and long-term goals.

As my application highlights, I have a good, recent work record and hope you will judge me on this rather than past events. I am of course prepared to discuss any of these matters with you.

Respectfully,

John Doe



Option 1:

When completing the second paragraph section following “I have gained my”, customize this section based on the skills and type of job you are seeking.

Example for Administrative Assistant: I have gained my [administrative skills through many work placements. I have experience scheduling meetings, preparing agendas and producing documents for committees, and I have strong Microsoft Office Skills. I also have firsthand knowledge of updating information on websites, and marketing via social media. My record on punctuality and work attendance is also very good. In my two years with the National Association for the Care and Resettlement of Offenders (NACRO), I have only lost two days due to sickness.]

Option 2:

- [earn a degree in _____] (choose a profession specific to your area of interest, see examples below)

Example Professions

- Architecture
- Law
- Medicine
- Engineering

- [obtain a certificate in _____] (choose a trade specific to your area of interest, see examples below)

Example Trades

- Plumbing
- HVAC
- Welding
- Machine Operation

- [use what I have learned to obtain employment]