Mr. Smith

Human Resources Department

Business

Address

City, CA Zip Code

February 8, 2018

Dear Mr. Smith,

I am writing to respond to your notice that you have identified a conviction on my record that may be of concern in the hiring process, and to urge you to hear why I believe strongly that this conviction should not stand in the way of me joining your company. [There may be several different kinds of arguments you could make depending on the conviction, the job, etc. You might include the following kinds of arguments/paragraphs, and include documentation, like letters of recommendation, evidence of education or rehabilitation programs completed etc]

This conviction is x years old and no longer represents who I am today. (This is the time to explain who you are now, how and why you have changed and all you have overcome. For example, I changed my life after my daughter was born, and I have been committed to rebuilding a positive life for her. I have secured stable housing. I went to rehab and have been clean x months. I completed an anger management program, earned a certificate in x, started my college degree, or have demonstrated my strong work ethic in my job at x employer or have been consistently volunteering with x organization for 6 months). AB1008 requires employers to consider the time since conviction and evidence of rehabilitation, and I hope that you see that I have used the time since my conviction to change my life so that I am ready to be the best worker for your company.

This conviction does not in any way relate significantly to the job requirements, and I am the most qualified candidate for the job. [You need to say why it doesn’t connect. So for example, I have a DUI conviction, but this job does not require driving. Or I have convictions for theft from the time in my life when I struggled with drug addiction, but this job does not include having unsupervised access to money or goods. Furthermore, I no longer participate in a lifestyle that would ever lead me to commit that kind of crime again… Or I have a drug conviction, but this job as a hospital receptionist gives me no access to medication and I have been clean for x months. I have never committed a crime at work

You might also explain any mitigating circumstances that might change how they see the conviction. For example, although I was convicted of a violent assault, I was defending myself against my ex-boyfriend who had beat me up for years. Or, I was struggling with drug addiction, which was the underlying reason I committed the crime and now I have completed a drug rehabilitation program and I have been clean for x months or years.

I would also love the chance to talk with you about this issue, to answer any questions, and to show you why this past conviction does not represent who I am as a worker today. [Remember you can attach letters of recommendation from clergy, community leaders, clergy

Sincerely,  
Tom Jones