

Lorraine Martinez

(720)444.4444

lorrainmar@email.com

Dear Hiring Manager;

This letter is to explain items you will find on my background report. In 2003 I was convicted of felony drug charges. At that time in my life, I was a young mother struggling to support my family. I worked a fast food job to try and make ends meet but it wasn't enough. The stress kept building and when someone introduced me to drugs, I accepted. That led to a series of bad choices where I ended up in trouble with the law.

I was very successful in cleaning up my life after that. I completed a 2.5 year rehabilitation program and have been sober ever since. Despite those efforts, I got myself into trouble again in 2011. I was in a relationship that was very unhealthy and did not handle myself well when it fell apart. I made choices that resulted in a felony trespassing conviction.

Looking back on these two times of my life, I really regret making the decisions I did. I created a lot of difficulty for myself, my family and my community. I take full responsibility for my choices and have learned A LOT since those times. In both situations, I completed all the requirements of the court to resolve my cases. I completed probation, all community service hours, paid fines, and attended classes where I learned a new set of tools to deal with the stresses and challenges of life.

Now, when I am struggling, I focus on self-care even more so I am not overwhelmed by stress. I know what healthy relationships look like and I surround myself with a strong support circle. This provides a foundation that makes it easier to solve life's problems. But, when I come up against challenges that feel impossible, I do not hesitate to ask for help. I am familiar with many community organizations and the resources they provide. In fact I am involved with several on a volunteer basis, and am also an active board member for a local non-profit serving low-income families.

I understand you may be concerned when you see a background report my mine. I would be too. However, I can assure you I am a completely different person these days. It has been eight years since I have had any issues with the law. During that time I have grown so much and have worked hard to make amends in my community. Through these efforts, I have developed a strong set of skills, have worked in jobs with a high level of responsibility, and have made a positive difference in many people's lives. I am excited to take my career to the next level. I love administrative work and want to support an organization that values helping people like I do. If given the opportunity, I will prove myself to be a great member of your team.

Thanks for your time and consideration.

Sincerely,

Lorraine Martinez