

## If you are an ex-offender

### Sample covering letter

78 Orchard Road  
Leicester  
LE18 6AA

8 January 2013

Mr J Burton  
Regional Manager  
Shelter  
Cross Street  
Leicester  
LE22 8CC

Dear Mr Burton

I would like to apply for the position of part-time Administrative Assistant in Leicester, which I have seen advertised on the Shelter website. I am pleased to enclose a copy of my CV for your attention.

I have gained my administrative skills through a number of work placements in the voluntary sector over the past two years. I have experience of scheduling meetings, preparing agendas and producing documents for committees. I also have first-hand knowledge of updating information on websites and preparing marketing copy. 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 through sickness.

However, 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. I would like to say that this was a period of my life of which I am not proud and 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 service and decided to enrol on an Open University course in Social Sciences. This is one of the most positive decisions I have ever made, and I am now studying my third module with the OU. I realise the importance of education and my goal is now to complete my degree. 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 that 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 aims and objectives.

As my application makes clear, 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 at interview.

Yours sincerely,

Stephen Fletcher

# Sample chronological CV with skills profile

## Stephen Fletcher

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07385 890364  
s.fletcher@nomail.co.uk

### Personal Profile

I am a hard-working, motivated and responsible person, seeking to build on my experience of working in administration over the last two years. I now hope to progress in a career in administration or management. In particular, I am interested in working in the charity or voluntary sector.

### Recent Achievement

In September 2011 I took part in The Great North Run from Newcastle upon Tyne to South Shields. I trained for the event for eight months and raised over £1,100 in sponsorship for Crisis – the national charity for homeless young people.

### Skills Profile

- Experience in general office duties and in supporting the meetings of senior managers
- Good working knowledge of updating websites, marketing and publicity
- Knowledge of Microsoft Office applications, including Word, Excel and PowerPoint
- Ability to manage my own time and workload
- Self-motivation and commitment to own learning and development

### Qualifications

- 2009–2012**     ***The Open University***  
Working towards a degree in Social Science  
Modules completed
- Understanding Society
  - Introducing the Social Sciences
  - Discovering Psychology
- 2001-2003**     ***In-Train Ltd, Leicester***  
NVQ Level 1 & 2 Warehouse and Storage (day release)
- 2001**            ***St. John's Comprehensive School, Leicester***  
2 GCSE passes (grades A-C) in Design Technology and ICT

**Note**  
Draw attention to any recent achievements that will make you stand out from the crowd.

**Note**  
A skills profile allows potential employers to see quickly whether your competencies match available opportunities.

**Note**  
Provide some detail about the subjects covered by your degree.

## Work Experience

- May 2010-Present** Various placements arranged by NACRO, mainly in voluntary and charitable organisations including
- Administrative duties for a cancer charity
  - Helping to run a food bank
  - Developing the website and publicity brochures for a council-run recycled furniture scheme
  - Assisting with the collection and collation of management statistics and data returns for a health project

## Employment

- Aug 2009-Jan 2010** Not available for work (see covering letter)
- 2001-2009** **Warehouse Assistant** *Gibson's Wholesale, Leicester*
- Main duties
- Taking delivery of goods and supplies
  - Storing goods
  - Moving stock using a forklift truck
  - Picking and packing orders
  - Loading goods for dispatch
  - Keeping records of stock
  - Driving delivery vehicles

## Additional Information

- I am a qualified forklift truck operator (NTPC Level2).
- I have a current first-aid certificate.
- I have a full, clean driving licence.

## Activities and Interests

I enjoy cycling and motocross. I am a local community volunteer for ten hours per week.

## References

Available on request

### Note

Make sure that the order in which you present your information (chronological or reverse chronological) is consistent across all sections of your CV.

Most people prefer reverse chronological order.

### Note

Make the most of unpaid work experience that may be relevant to the position you're interested in.

Bullet points allow readers to scan through key information quickly.

### Note

Any gaps in your career history should be explained in your covering letter.