

# How to Write a Criminal History Script

Keep it short and sweet. DO NOT use legal or court terms such as importation, probation, smuggling, or “time.” Write out a script and alter it to fit how you speak, but keep major components such as time reference, accepting responsibility, and stating it won’t happen again. Remember to talk about the positives in your life right now.

Explain to the employer how the felony conviction belongs to a past that you are no longer associated with. You must emphasize that the crime was committed in foolishness, that you are disappointed with your choices at the time, and that you have gained wisdom from your mistakes. Illustrate your present qualifications for the job. Once the past is described honestly and frankly, emphasize how well suited you are for the position. Employers are more interested in work performance than tales of the past. If the employer feels you have moved beyond your past, you need only show him that you are the right person for the job.

To effectively write a script, use statements from areas **(A), (B), (C), and (D)** as described below:

**(A) Always start with one of the following statements, or something similar:**

- I’m glad you asked me about that...
- Over \_\_\_\_\_ years ago, ...
- I was unemployed and under a lot of pressure. I made a poor decision to...

**(B) Then, personalize it for your specific situation:**

- **Alien Smuggling**
  - I helped some undocumented individuals come into the U.S.
- **Marijuana Importation**
  - I brought marijuana into the country. It was an isolated incident (or it was a poor decision).
- **Drug Importation (other than marijuana)**
  - Over \_\_\_ years ago, some people convinced me to bring drugs over the border for money. I needed the money and thought I wouldn’t get caught this one time...
  - I associated with the wrong people and made a poor choice by helping them bring illegal substances into the U.S. for sale. \*NOTE\*: If you didn’t sell the drugs and were just a carrier, say so!
- **Drug Distribution/Conspiracy**
  - I sold an illegal substance to some friends...
  - Some people convinced me to try and sell drugs for money.
- **Drug Possession**
  - Illegal drugs were found in my \_\_\_\_\_ (car, home, etc.).
  - Over \_\_\_ years ago, I was detained for having marijuana in my pocket...
  - I was caught with drugs...
- **Use of a Communication Facility (Phone) Used in the Commission of a Drug Offense**
  - About \_\_\_ years ago, I had a phone conversation about selling drugs.
  - About \_\_\_ years ago, I used my phone to help sell drugs.

- **More Than One Drug Charge**
  - My checkered past involves me selling some illegal drugs to some people for money. I don't use drugs, I simply needed the money over a period of time in my life.
- **Theft**
  - I was working in retail on a Naval base (because I'm a veteran or because I worked in the military). I took some things that did not belong to me without paying for them. It's been hard finding work.
- **Assault**
  - I got into a physical altercation with \_\_\_\_\_ ( co-worker, stranger who was hostile with me, etc.)
- **Racketeering**
  - I got mixed up with the wrong people and they convinced me to...
- **Tax Evasion**
  - I was less than forthcoming on my taxes...
  - I made a bad financial business decision...
- **Bank Robbery**
  - One day, out of desperation, I walked into a bank and asked the teller for money...
- **Fraud**
  - I took advantage of a family member's personal information and gained access to financial credit. I was desperate for money and wasn't thinking...

***(C) Accept Responsibility and Show You've Gained Wisdom***

- I learned that taking the easy way out was not the answer and to get what you want you have to work hard in life.
- This was an isolated incident and will not happen again...
- Unfortunately, I made some bad choices as a young adult...
- That was \_\_\_\_ years ago and part of my past...
- I was young and upset about my situation...

***(D) Talk About The Positives In Your Life Right Now***

- Since then, I have been \_\_\_\_\_ (volunteering, going to school, working, spending time with family, getting involved with church, playing sports to stay healthy, etc.)
- Right now, I am looking forward to applying my knowledge and skills for your company.
- I am a hard worker and am eager to show you what I can do for your company.
- Since then, I have really tried to turn my life around. I have taken a class in \_\_\_\_\_...

