

Dear Hiring Manager,

I believe my skills and experience make me a strong candidate and I am excited to apply for an opportunity to join your team. I also want to mention that if I am hired, your company may be eligible for a tax credit under the Work Opportunity Tax Credit (WOTC) program. While I cannot guarantee your company will receive this tax credit, I wanted to bring it to your attention.

If you're unfamiliar with the WOTC, it's a federal tax incentive for businesses that hire individuals who meet specific criteria and are new to the company. If your company already participates in the WOTC program, I'd be happy to complete any necessary forms. If not, here's a quick overview of how it works:

1. Job applicants fill out IRS form 8850.
2. For candidates receiving a job offer (who checked a box on the 8850 form), complete the U.S. Department of Labor form 9061.
3. Submit both forms (8850 & 9061) online at https://or.wotc-web.net/wa_login_emp.html or mail them to the Oregon Employment Department within 28 days of the new hire's start date.
4. Submit the approved certificates to the IRS during tax filing.

To learn more about how Oregon employers can participate in the Work Opportunity Tax Credit (WOTC) program, visit www.OregonTaxCredit.org. The website has detailed information about which new hires qualify, the potential tax credits, and instructions for applying. You can also download all the necessary forms from the site. Contact details for the Oregon WOTC program and a contact form for questions or assistance are also available on the webpage.

This letter was created by the Oregon Employment Department to help job seekers notify employers about the possible tax incentives for hiring individuals from groups that have faced barriers to employment. I'm using this letter as a tool to help in my job search, and I hope it is useful and highlights my application.

Thank you for your time and consideration.

Sincerely,