**Equality in employment – Disability discrimination**

**Example wording for a cover letter**

This following cover letter is a good example of how a positive declaration of your disability can form part of a great cover letter. See text highlighted in**bold**.

Dear Mr Mitchell

Re: Trainee Manager

I am writing to you in connection with the trainee manager vacancy, which was recently advertised in Prospects Today. Please find enclosed a copy of my CV.

As you will see from my CV, I have recently graduated from Solent University with a degree in Business Management. I believe this, together with my work experience to date, has equipped me with the knowledge and skills relevant to the above role. In particular, I would like to highlight the following aspects of my experience which I believe would add value to your organisation.

Detailed knowledge of business administration systems: developed through my recent degree level study, where I specialised in human resource strategy and a three month work placement with the Ordnance Survey, both of which have provided me with a valuable insight into current industrial management practice and an awareness of likely future developments in this field.

Effective communication and interpersonal skills: developed through working on several team based projects at university, as well as the above placement and a number of part-time positions, where I dealt regularly with customers and colleagues at all levels. My recent summer placement within the customer service division of HSBC developed my ability to deal effectively with people from a wide variety of backgrounds in an organisation which places high value on customer service. Additionally, my own experience as a customer and as someone with a visual impairment has developed my awareness of the need to treat everyone as an individual with individual needs.

Experience and expertise in current IT applications: initially developed through the need to overcome my disability by learning at an early age to use complex computer software to read text and subsequently through ongoing IT courses at school and college and regularly completing assignments.

***Additionally, I have a very high degree of flexibility and adaptability which has been developed largely as a positive consequence of my disability which has never restricted my ability to provide an excellent service to my employers and customers. I have a strong desire to develop a career in management and am particularly interested in working for Excell Employ as I have a keen interest in the ongoing development of the IT industry.***

I am available for interview at any time. I would appreciate such an opportunity, which would allow me to discuss with you in more detail why I believe I meet the requirements for the position.

Yours sincerely

Name

Enc.