

An example of a covering letter showing disclosure of a disability

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Mr Marcus Kent
Personnel Director
Whittear Travel Consultancy
Gable Street
Moorgate
London
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Dear Mr Kent,

I am responding to your advertisement in *Prospects Jobs and Courses* for a graduate to work as a Trainee Travel Consultant. As you will see in my CV, I have a BA in Travel & Tourism Management and extensive customer service experience from working for organisations that demand customer satisfaction and a high standard of service.

I also have strong administrative skills, having worked as PA to the Managing Director of a busy fashion company. In addition to my experience and training, I am bilingual (speaking Korean and English) and am learning Japanese. I have also travelled extensively around Asia and South America.

As a result of a car accident when I was a teenager, I have damage to a hip and this affects my mobility. I have been walking again for many years and have long experience of working as a waitress, spending all day on my feet, but I am not able to climb steps quickly and easily. I spent three years in a wheelchair, which helped to develop my problem solving skills and a positive 'can-do' attitude. I am certain that this has given me an understanding of aspects of travel that are beyond the experience of most travellers and I am aware of the many shortcomings the travel industry has with regard to disabled clients. My love of travel has not been affected by my experience and I also enjoy some sports and have a full driving licence. I would be happy to answer any questions that you may have concerning my physical fitness.

I hope that I will have the opportunity to meet with you to discuss my suitability for this position.

Yours sincerely,

Jane Brown

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