

COVERING LETTER FOR A STUDENT WITH A DISABILITY

18 Dartmouth Rd
London, E1 5PQ
Tel: 020 84561789

Mr John Mitchell
CXT Systems Ltd
45 Strand Street
London, WC2B 2AA

29 July 2002

Re: 45/01 Trainee Manager

Dear Mr Mitchell

I am writing to you in connection with the above vacancy, which was advertised recently in *Prospects Today*. Please find enclosed a copy of my Curriculum Vitae.

As you will see from my CV, I have recently graduated from the University of Westminster with a degree in Business Studies and I believe that this together with my work experience to date has equipped me with 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 at Connect South-East, 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 also through a number of part-time and voluntary positions, where I have dealt regularly with customers and colleagues at all levels. My recent vacation 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 CXT Systems 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.

I look forward to hearing from you.

Yours sincerely

Sarah Woods

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