

If you have a disability

Sample covering letter

43 North Street
High Town
Reading
RG13 2XX

2 December 2012

Mr W. Carr
Managing Director
Total Systems Ltd
St Martins Street
Slough
SL12 8CC

Dear Mr Carr

I am responding to your advert in the Reading Evening Mail for the Graduate Trainee Programme in Systems Management at Total Systems Ltd. As you will see from my CV, I am about to complete a BSc in Computing and IT with the Open University. I decided to study with the OU and work at the same time after leaving school, as this would give me a degree plus valuable work experience and knowledge of the industry, which is an advantage in this sector. I have extensive experience of network management and systems maintenance from my work to date.

Additionally, I was a key member of the project team which introduced a new IT system and network to the Reading General Hospital in 2011. This involved working closely with the Project Manager and the rest of the team to install the new network hardware and software, design training sessions and materials for staff, roll out a training programme and deal with any problems or issues in the implementation of the system and network. I feel that my work on this project allied to my other skills and experience gives me a sound basis with which to apply for a trainee systems analyst position.

I wish to disclose that I have a hearing impairment which has affected me since childhood. I do wear hearing devices in both ears, which I find enable me to work efficiently with hearing colleagues and be an effective member of successful teams.

I spent my teenage years coming to terms with my disability and developing my own ways of coping and solving problems. I believe that this attitude has contributed to my positive approach to life, an attitude that I have been able to bring to my various job roles.

I am an active and outgoing person who enjoys social and keep-fit activities such as rambling and SCUBA diving. I also have a full driving licence.

I look forward to hearing from you in the near future.

Yours sincerely,

Michael Bailey

Sample CV

Michael Bailey

43 North Street, High Town, Reading, RG13 2XX
Tel: 015337 695433
Email: m.bailey@nomail.co.uk

Personal Profile

I am an adaptable and well-organised professional who is quick to learn new skills. I can show initiative in solving problems and have worked independently or as part of a team. I have strong project management and IT skills, combined with a flexible attitude to task management. I get on well with people at all levels and easily establish good working relationships.

Recent Achievement

In 2011 I was a key member of the project team which introduced a new IT system and network to the Reading General Hospital. This involved working closely with the Project Manager and the rest of the team to install the new network and systems, designing training materials and conducting training sessions for staff and dealing with any problems or issues in the implementation of the system and network. This work involved adherence to strict deadlines to ensure that the new system went 'live' on schedule.

Qualifications

2006-2012 BSc (Hons) Computing & IT
Modules included:

- Cisco Networking
- Developing Concurrent Distributed Systems
- Software Engineering
- Technologies for Digital Media

The Open University

2006 Three A-level passes in ICT (B), Mathematics (C), Geography (C)
Two AS Level passes in History (C) and General Studies (B)
Reading Sixth Form College

2004 Nine GCSE passes (grades A–C) including English, Mathematics, Science, ICT, Design Technology, History and Geography
Kings School, Reading

Work Experience

Feb 2009–Present	Network Supervisor	Reading General Hospital
	Main duties	
	<ul style="list-style-type: none">• Maintaining the local area network (LAN)• Assessing the network's requirements• Designing plans to meet these requirements• Ensuring compatibility with other computer systems• Supervising technical staff• Managing network growth and development	

Note

Concentrate on key information such as contact details.

You don't need to include your date of birth, nationality (if you're British) or your National Insurance Number.

Note

There is no need to mention your disability at this point if it has no impact on your skills.

If you decided to disclose your disability, do so in your covering letter.

Note

Include this if you've achieved something relevant to the opportunity for which you're applying.

Note

Include relevant modules to give the employer an idea of the content of your degree.

Note

Make sure that the order in which you present your information (chronological or reverse chronological) is consistent across all sections of your CV.

Most people prefer reverse chronological order.

Main duties

- Talking to staff to obtain details of faults
- Identifying reasons for faults and explaining them to staff
- Fixing equipment, including printers and scanners
- Upgrading existing equipment and systems
- Testing and servicing equipment
- Training staff on new systems and software applications
- Staffing the Helpdesk on a rota system

Additional Information

- I have a current first-aid certificate.
- I have a full, clean driving licence.

Activities and Interests

I enjoy nature walks and am secretary of the local Ramblers' Association. I also enjoy SCUBA diving and canoeing.

References

Available on request

Note

An interests section is optional but may be an opportunity to convey your personality.

Highlight any positions of responsibility you hold in your leisure activities.