

An example covering letter explaining a physical disability is shown here:

Samantha Williams

127A Lark Street

Balsall Heath

Birmingham

B12 7NJ

[Date]

Target Advertising

2 Broad Street

Birmingham

B1 5BB

Dear Mrs Bailey

I am responding to your advert in the Birmingham Evening Mail for a Trainee Advertising Executive. As you will see from my CV, I am about to complete a BA (Hons) in Business with The Open University and I have extensive customer service and sales experience from working with some national employers.

I also have strong administrative and IT skills, having worked as a Secretary to the Manager of a clothing manufacturing company.

As a result of contracting meningitis when I was a child, I have limited use of my right leg, which affects my mobility. I am able to walk unaided and have significant experience of shop work, spending all day on my feet, but I am not able to climb stairs quickly or easily. This is the only limitation arising from my mobility impairment. 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 helped me to develop a positive approach to life, which I have been able to bring to my various job roles.

I am an active and outgoing person who enjoys travel as well as keep fit activities such as swimming and Pilates. I also have a full driving licence. I would be happy to answer any questions you may have on my general fitness. I look forward to hearing from you in the near future.

Yours sincerely,

Samantha Williams