

Cover letter: Disclosing disability

14th April 2015

HR Manager
The Oden Group
The Grange
Liverpool
LS1 9BD

Job reference: Application for teaching assistant vacancy

Dear HR Manager,

I am writing to express my interest in the role of teaching assistant at The Oden Group. I recently had the opportunity to meet with a company representative at my university careers fair and it was inspiring to hear about the organisation's values and find out more about the role.

I will be graduating in July with a degree in sociology and would consider this to be a great opportunity to build on the skills and experience that I have already acquired in this area.

Last summer, I undertook work experience in a young offenders' unit near Liverpool. This was a practical placement that allowed me to work closely with the young adults there. These individuals were dealing with a range of issues and I enjoyed the opportunity to build relationships and support them in their rehabilitation. I developed strong skills in communication, motivation and empathy – all of which would benefit me in this role.

Additionally, I can demonstrate a high level of commitment to teamwork. I have captained the university's football team and enjoy motivating and leading others to achieve collective goals. These transferable skills are likely to support my success in the role of teaching assistant as I would be required to work as part of a wider multidisciplinary team dedicated to the care and education of the young residents. I would relish the opportunity to be part of this team.

I thought that this was the most appropriate time to mention that I have epilepsy. The condition would not have a significant bearing on my ability to perform my duties as a teaching assistant. However, fellow colleagues would need to be made aware of it.

As you can see, I am a very determined individual who is undeterred by challenges. I hope you can appreciate the relevance of my experience and the personal strengths I have developed, which would be of immense benefit to the role. I would be happy to discuss this in more detail when I am invited to interview.

I look forward to having the opportunity to convey my enthusiasm and suitability for this role in person and expect to hear back from you shortly.

Yours faithfully,

(Signed)

Print name