Date:

Name

Address

AnyTown, KS 66603

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_;

I would like to apply for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_position at (name of employer). I am interested in because\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I believe that based on my experience (interest, qualifications, eagerness to work) that I would be an excellent candidate for this job.

From my resume (or application), you will see that I am deaf as I attended the Kansas School for the Deaf. I want to be very upfront with you about my deafness. I want you to know that I do not see my deafness as in any way limiting my ability to do this job. There will be times, however, when I will need some accommodations so that I will also be able to effectively communicate on the job.

I communicate using American Sign Language (ASL). ASL is not English and I am not always very fluent in reading and writing English. I don’t read lips very well. Because ASL is my natural and primary language, for important communication, like an interview or during training I will probably need an ASL interpreter. If you do not know where to find ASL interpreter services, you can contact that Kansas Commission for the Deaf and Hard of Hearing and they may be able to help you: (800) 433-0698 or (785) 368-8034.

I will not need an interpreter every time someone wants to talk with me at work. There are times when handwritten notes will be sufficient. But for brief and important communication, we may want to use some of the advances in technology that are now available, like text messaging or Video Remote Interpreting (VRI). Using VRI, a deaf person is in a room with video conferencing equipment. This equipment can be a computer with a web camera or a videophone. An interpreter is not in the room, but appears on screen. This remote interpreter, working in a call center, listens through a headset to what is being said and interprets it. The deaf person watches the interpreter on the screen. Likewise, the interpreter is able to see the deaf person via the camera. *[if client has a lap top with a camera, the client can offer to bring it]* For more information on VRI, you might wish to check out some web sites: <http://www.aslnetwork.com/services/video-relay-interpreting>; <http://www.alphaomegakc.com/video-remote-interpreting/>; <http://www.bisvrs.com/>; <http://www.sorensonvrs.com/>; <http://signonasl.com/>.

I do not believe that there is anything about the fact that I am deaf that will hinder me from being an asset to your company. I am qualified, ready and willing to work for your company. Additionally, in hiring me, your business may be eligible for tax credits for providing me with accommodations for my disability as well as for hiring me. I have attached information about these tax credits.

I look forward to meeting with you in person and discussing my qualifications in more detail.

Sincerely,

Name