

Student Address
Address
Address
Email
Phone number

Date

Company Address
Address
Address

Application for XXX apprenticeship

Dear **Mr/Mrs X** or **Sir/Madam**,

I am very keen to be considered for the XXX apprenticeship and have enclosed my CV for your information. **OR** I am very interested in working for your company and would like to enquire if you would consider offering me an apprenticeship.

I have just left Sir John Talbot's School in Whitchurch. My favourite subject was Resistant Materials because I enjoy the practical aspect of this lesson. I enjoy making and fixing things and often help my dad with general DIY around the house.

For my work experience last year, I went to D G Electrical and Plumbing where I gained an insight into electrical and plumbing roles. I really enjoyed working with the plumbers and believe I would be a good candidate for this course. In the future, I would like to start my own plumbing business.

I am available to attend an interview anytime.

I look forward to hearing from you.

Yours Sincerely or **Yours faithfully**,

John Jones

- 1/ State what role you are applying for
- 2/ Say why you are interested in that role
- 3/ Talk about your favourite subjects at school
- 4/ Mention work experience and any other work experience you have, including paper rounds, babysitting, voluntary roles, part-time jobs etc.
- 5/ Include DofE if you have completed that
- 6/ Don't repeat what is in your CV though