

SAMPLE COVER LETTER

Your address including postcode

Employer's address here

Date

Dear (recruiter's name)/To whom it may concern,

Exeter College suggested that I contact you to apply for the (*Type of apprenticeship e.g. carpentry*) apprenticeship within your company.

I am currently doing my GCSEs/working as a (*Explain what you are doing at the moment*), and (*if applicable*) have already been offered a place on the apprenticeship course at Exeter College to study (*Course title*).

I have some experience (*Describe any experience relevant to the apprenticeship, including work experience days*) and I am keen to become a (*Insert job title*) with your company, learn all aspects of the business and become a key member of the team. (*Insert the reasons why you want to do this job*).

I would like to be part of a well-respected company which will help me learn the skills and knowledge required to build a career in (*Industry*). (*Add details about your future career goals*).

I have enclosed my CV for your consideration.

I hope to hear from you soon.

Yours sincerely,

Insert your name