SAMPLE COVER LETTER

WE ARE HERE TO HELP - SPEAK TO A MEMBER OF OUR TEAM: T: 01392 400800 E: APPRENTICES@EXE-COLL.AC.UK

Your address including postcode Employers address here

Date

Dear (t*o whomever you’re sending it to/companies name*)

Exeter College suggested that I contact you regarding the possibility of completing a (*Insert type of Apprenticeship e.g. Carpentry*) Apprenticeship within your company.

I am currently doing my GCSEs or in employment (*Explain what you are doing at the moment*), and have already been offered a place on the Apprenticeship course at Exeter College to study (*insert course title*).

I have some experience (*Describe what experience you have that is relevant to the Apprenticeship*) and I am extremely 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 (*Insert Apprenticeship title*).

I have enclosed my CV for your consideration. I hope to hear from you soon.

Yours Sincerely,

Insert your name (and sign above it)