

**Note:
Please use your own words / phases etc. wherever possible the below is merely an example.**

**It is important you get your personality and writing style across.**

**Show that your skills and experience match the skills and experience needed to do the job.**

 ***We hope you find this guidance helpful.

Don’t forget to delete this text box and our logo.***

Your Name Here:

Your Address Here:

Your Mobile No. and email address Here:

Dear Sir/Madam,

My name is ??? and I am put whatever is relevant here for example due to leave school this summer My aim is to start a career in ????????.

My reason for writing to you is that I am looking for ???? for example; employment through an apprenticeship or trainee scheme and after some research, I have found that your company would be an ideal starting point for a career in ????.

When looking at your company website I found ?????? give examples here particularly impressive/interesting.

I would be grateful, if you have a position available, that you would consider me per the attached CV.

Thank you for your time, I look forward to hearing from you.

Yours faithfully.

Put your full name here