

[INSERT NAME]  
[INSERT ADDRESS]  
[INSERT DATE]

Dear [INSERT HIRING MANAGER'S NAME],

Regarding the [INSERT JOB TITLE] apprenticeship currently advertised on careers4students.co.uk please find attached a copy of my CV for your consideration.

I have recently completed my school studies and received grades which match the requirements of your apprenticeship. I hope to my skills and qualifications to best use in the field of [INSERT INDUSTRY SECTOR].

My studies covered many topics, and I was particularly drawn to [INSERT SPECIFIC TOPIC]. I am looking to develop specialist skills in this area and build a successful career.

**INCLUDE IF YOU HAVE UNDERTAKEN WORK EXPERIENCE**

I have put my course theory into practice in a variety of ways, most effectively as a [INSERT JOB TITLE] at [INSERT COMPANY NAME] where I [INSERT KEY ACHIEVEMENT].

Having extensively researched your company's values and products, I was especially interested in [INSERT COMPANY ASPECT THAT ATTRACTED YOU]. I feel it would be the ideal place for me to begin my career and I believe I can be an excellent addition to your team.

If you would like to get in touch to discuss my application and to arrange an interview, you can contact me via [INSERT PHONE NUMBER OR EMAIL ADDRESS].

I look forward to hearing from you soon.

Yours sincerely

[INSERT NAME]



careers4students.co.uk

**Graduate Cover Letter Template**