

[Your Name]  
[Address 1]  
[Address 2]  
[Post Code]

[Hiring manager's name]  
[Hiring manager's company name]  
[Company address]

[Today's Date]

Dear Mr/Mrs/Miss/Ms **[Hiring manager's name – if not known, simply Sir/Madam]**

I wish to apply for the role of **[Job Title]**, currently being advertised on **[Website where you found the apprenticeship/job]**. Please find enclosed my CV for your consideration.

As you can see from my attached CV, I have recently completed my **[most recent qualification – e.g. GCSE's, A-levels]**, and am expected to earn a **[projected grades]** in **[relevant subjects]**, which I believe I can put to practical use in this role.

This position particularly interests me because of my passion for **[Subject]**. During my studies, I researched topics such as **[topics or modules relevant to the position]**, which helped build my knowledge around the subject.

I further added to my interest in this field independently. For example, recently I have **[completed work experience/attended an event/volunteered]** which helped me expand upon, and start practically applying, what I've learned in my studies.

I see the role of **[Job Title]** as the perfect position for me to make the most of my passion and enthusiasm, and also build the foundations for a successful career in the **[X industry]**. Despite my limited work experience, I believe my eagerness to learn, coupled with my **[relevant skills]** will help **[company name]** build upon their reputation as **[state their position in market – learned through your research]**.

Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.

Yours sincerely/Yours faithfully **[Use sincere if you have used the hiring manager's name, if not known, use faithfully]**,

[Your name]

[Contact phone number]  
[Signature - if desired]