NAME SURNAME

Student Profession

This section tells the employer who you are and how to contact you. These details should match your CV.

Phone Number
Email Address

Date of the cover letter

Start politely and professionally. If you do not know the name, use:
Dear Hiring Manager,

Explain what apprenticeship you are applying for, where you found it, and your current situation.
Example:
I am writing to apply for the Business Administration Apprenticeship advertised on your website. I am currently studying Level 3 Business at Bath College and am keen to begin an apprenticeship to develop practical workplace skills while continuing my learning

Explain what you are studying and what skills you have developed that are useful for the workplace.
Example:
Through my college studies, I have developed strong communication and organisation skills through group projects, presentations, and meeting deadlines. I am confident using IT systems such as Microsoft Word, Excel and email, and I work well both independently and as part of a team.

This can include part-time work, work experience, volunteering, or enrichment activities.
Example:
Alongside college, I work part-time as a Customer Assistant at Tesco. This role has helped me develop customer service, teamwork, and problem-solving skills, and has shown the importance of reliability and professionalism in the workplace.

Explain why you want this apprenticeship and what you can bring to the employer.
Example:
I am a motivated and enthusiastic individual who is eager to learn and develop new skills. I am particularly interested in this apprenticeship as it offers the opportunity to gain hands-on experience while contributing positively to your team.

Thank the employer and explain that you are open to an interview or further discussion.
Example:
Thank you for taking the time to consider my application. I would welcome the opportunity to discuss my application further.

Use a professional ending.
Yours sincerely,

Your Name