

Your home address  
goes here

Date

Company address  
goes here

Dear Mrs Smith

I am hoping to get an Apprenticeship in ..... when I leave school and I am writing to enquire if your company will be taking on any apprentices this year. I am available for work from July 201?.

I am currently studying for my GCSEs at..... High School. I hope to gain grades ..... in all my subjects. I am interested in working in ..... and have experience of this type of work from my part-time job at .....

My CV is enclosed for your information and I would be grateful if you will consider me for any job or apprenticeship vacancies that arise with you.

I am available for interview at any time and look forward to hearing from you.

Yours sincerely

Alex Jones