

4 West Road
West Town
West Yorkshire
WW6 6DF

3 February 201?

Blogg & Sons
13 Market Street
West Town
WW1 6DE

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 currently studying for my GCSEs at.....
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 would
consider me for any job or apprenticeship vacancies you may have.

I am available for work from July 201? I can attend interview at any time and
look forward to hearing from you.

Yours sincerely

Alex Jones

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