

NAME HERE

YOUR ADDRESS

Mobile:

Email:

NAME OF BUSINESS YOU ARE APPLYING TO

ADDRESS OF BUSINESS

Bundaberg, 4670

DATE

Dear Sir/Madam

Re: NAME OF POSITION YOU ARE APPLYING FOR

It is with much eagerness that I would like to apply for the _____ position within your business. I believe I possess the skills required to be a success in this role and the personal attributes to become a contributing team member.

This year I have been working towards improving my skills base and employability and TALK ABOUT SUBJECTS, WORK EXPERIENCE OR ANYTHING THAT IS RELEVANT TO THIS POSITION – ANY WHITE CARD, LICENCES ETC. I would love the opportunity to further extend in these areas through the apprenticeship you are offering.

As my school report shows, I achieve above average results. IF THIS IS CORRECT. With my attention to detail and drive to work hard, I can offer efficient support to your team and believe I would be a contributing team member. I consider myself to be a fast learner with the ability to complete set tasks with a good attitude, and I am very responsible. I take pride in all that I do and as such am confident that I present as a positive candidate.

I look forward to the opportunity to meet with you to discuss this position and my suitability in more depth and I thank you for your consideration.

Kind regards,

YOUR NAME