

The cover letter

Andrew Campbell
1 The Lane
The Village
Scotland
Date

Mrs Black
HR Manager
The Company
The Street
The Village
Scotland

Dear Mrs Black

Joinery Modern Apprenticeship

I am writing to apply for the Joinery Modern Apprenticeship that was advertised on The Company website. I've also included my CV for your consideration.

I am interested in the position as I love to make things from wood and I want to learn more about the craft. I also think that working for The Company would be a great opportunity. It would be a chance to learn from more experienced tradespeople who have worked on a range of different projects including housing developments and the new shopping centre.

I think that you should consider my application as I have a good eye for detail. I am able to follow technical drawings and plans which I have learned from studying design and manufacture at school. I have also achieved a Construction Certificate and the school prize for Construction Crafts. I am expected to achieve a National 5 pass in maths which will be useful when measuring out quantities and angles.

I love working as part of a team which I had to do as part of a computing project in school. We had to work together to produce a presentation and present this to the rest of the class. I was able to see what it is like to be part of a team in a working environment during work experience at BSB Architecture. Equally, I also like to work on my own and do so regularly as a paper deliverer with the Local Newsagent.

I look forward to hearing from you to discuss the role further.

Yours sincerely

Andrew Campbell

The School Leaver Candidate

Andrew Campbell is finishing his fifth year at school and is looking for his first job. He's applying to do a Modern Apprenticeship in joinery. He doesn't have specific experience in the field but does have some technical qualifications from school and has work experience too.

Have a look at how Andrew has tailored his CV and cover letter to the job description below.

The job description

Joinery Modern Apprenticeship

About the role

You'll be working with the Company as part of a team building new homes. The Modern Apprenticeship will last four years. During that time you'll be developing your skills on the job and working alongside qualified tradespeople. You'll also attend college regularly and work towards a qualification in construction.

Key responsibilities:

- Helping to fit floor and roof joists, roof timbers, staircases, partition walls and door and window frames
- Work as part of a team to ensure work is completed to a high standard and on time
- Understand relevant legislation and health and safety procedures

About you

You should have:

- Good practical skills and an interest in learning a craft
- A good eye for detail
- The ability to follow technical drawings and plans
- Good maths skills for measuring and working out quantities and angles
- The ability to work both as part of a team and on your own