Andrew Campbell

Mrs Black

HR Manager

The Company

The Street

The Village

Scotland

1 The Lane

The Village

Scotland

Date

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 Conference 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

Andrew Campbell

Address

01234 900621 • 0113 000 0000 • name@mail.com

Driving Licence • Own Car

Personal statement

A highly I am in my final year of school and I am keen to complete a construction apprenticeship in joinery. I am interested in joinery as I’ve always been good at making things. My favourite subject at school is design and manufacture where I made a table. I also won the school prize for this. I have a keen eye for detail and good maths skills for working out measurements.

Key Skills

* I can read technical drawings and interpret information from 2D to 3D
* I’m good at working with my hands and making things
* I can work well in a team and on my own
* I have good communication skills developed from my work experience

Education

The High School, The Village - August 2010 – present

**National 5**

* Design and Manufacture
* Maths
* Art and Design
* Spanish
* Computing Science

**National 4**

* English
* Geography
* Science

Work Experience

**Local Newsagent, The Village - June 2012 to present**

**Paper deliverer**

* I am responsible for the delivery of around 70 newspapers every day
* I have to ensure that each customer receives the correct paper and it is delivered to their door on time

**BSB Architecture and Design, The City - October 2014**

**Work experience**

* During a week’s work experience I was given the opportunity to deal with incoming calls, take messages and transfer calls to the appropriate person or department
* I attended meetings where designs were discussed which gave me an interesting insight into the design process
* I took part in a site visit and saw how the design process became a reality and how each craft and profession worked together on site

Hobbies & Interests

* I enjoy music and play bass in a band with my school friends
* I like to stay fit and enjoy riding my bike and spending time at the local skate park where I practise stunts

Achievements

* I was awarded a Construction Conference Certificate after I took part in a one-day event at school that was run by CITB ConstructionSkills. This gave me great insight into the industry. I also had the opportunity to use my team building skills as I participated in a Construction Simulation activity.
* I was awarded the school prize for Construction Crafts and the judges commented that I have excellent practical skills, an ability to solve problems and patience.

References

|  |  |
| --- | --- |
| Guidance Teacher | Anthony Goldthorpe |
| Chryston High School | Director, BSB Architects |
| Lindsaybeg Road  Chryston | Address |
| Tel: 01236 794890 | Tel: 01001 001 000 |
| Email: enquiries@chrystonhigh.n-lanark.sch.uk | Email: [a.goldthorpe@fakeemail.com](mailto:a.goldthorpe@fakeemail.com) |