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 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