

4 West Road
West Town
West Yorkshire
WW6 6DF
Mobile: 0000112211

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. 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 have wanted to train to be a for quite sometime. I am keen to learn and become a qualified.....

My CV is enclosed for your information. 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 an interview at any time and look forward to hearing from you.

Yours sincerely

Alex Jones

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