YOUR NAME

SUBURB, STATE, POSTCODE

MOBILE

EMAIL

Hiring Manager

Apprenticeship Careers Australia

Suburb, State, Postcode

To whom it may concern,

This first part should say what you’re applying for and briefly state why you are interested. For example:

I am writing to apply for the 1st Year Carpentry Apprenticeship advertised on Seek. I am a recent HSC graduate with previous experience working for a builder, which I believe makes me well suited to the position.

This next part is where you say what skills and experience you have that are relevant to the job. For example:

While at school, I completed work experience for the family building business. During this work experience I was measuring and cutting timber as well as assisting with framework. This experience confirmed that I would like to work in the building industry long term. I also learnt how to work safely and care for tools and equipment. In addition to this work experience, I have also worked at Coles packing shelves for the past 2 years, here I have learnt the importance of a good work ethic, how to work well in a team and how to follow instructions.

At school I was particularly interested in mathematics and woodwork. For my final woodwork project, I received an A grade and my teacher commended my attention to detail. I believe that these skills will help me succeed in the workplace.

In addition to my education and experience, I have my White Card, First Aid Certificate and a NSW driver’s license.

The final part is where you tell us how keen you are for the position and how you hope to hear back. For example:

I am excited about the possibility of starting my Carpentry career with Apprenticeship Careers Australia. I believe my previous experience in addition to my enthusiasm and desire to learn will help me to succeed in this role. I am available to start immediately and can be contacted at any time on 04XX XXX XXX. Thank you for your consideration, I hope to hear from you soon.

Kind regards,

Your Name