

Full name
Address
Town
City
Postcode

Date

Dear Mr/Mrs/Miss

[Hiring manager's name – if not known, simply Sir/Madam]

Opening sentence:

I wish to apply for the role of Apprentice Administrator; please find enclosed my CV for your consideration.

Set the scene in relation to your most recent experience:

I have recently completed my A Levels in Business, Maths and English. Having studied Business during A Levels I have found this to be a subject I greatly enjoy and have a passion for. This position particularly interests me because of my passion for Business. During my studies, I researched topics such as Business Administration, Marketing and Finance which helped build my knowledge around the subject.

What attracts you to the position?

I see the role of Apprentice Administrator as the perfect position for me to make the most of my passion and enthusiasm, and also build the foundations for a successful career. Despite my limited work experience, I believe my eagerness to learn, coupled with my computer literacy, communication and attention to detail will help ABC Limited build upon their reputation as a customer centric and dedicated outsourcing company (*link to the company mission statement or further information found on their website you have found during research*).

Closing sentence:

Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.

Yours sincerely/Yours faithfully,

[Use sincere if you have used the hiring manager's name, if not known, use faithfully]

Your name

Contact number