This template is just a starting point and should be tailored for each apprenticeship application by customising your experiences, skills, and achievements to match the requirements of the specific apprenticeship and company you're applying to. Additionally, always make sure to proofread and edit the letter for accuracy and relevance before submitting it.

[Company Name]

[Company Address]

[City, Country, Post Code]

[Your Name]

[Your Address]

[City, Country, Post Code]

[Your Email Address]

[Your Phone Number]

[Today's Date]

Dear [Hiring Manager's Name or Sir/Madam],

I am writing to express my interest in the [Apprenticeship Scheme Name] position at [Company Name], as advertised [where you found the job posting, if applicable]. As a recent [high school graduate/college/sixth form graduate] with a passion for [specific industry or field], I am eager to embark on a hands-on learning experience and develop practical skills under the guidance of industry professionals.

Throughout my [high school/college] journey, I have demonstrated a strong commitment to learning and acquiring foundational knowledge in [relevant subjects or areas of study & insert a brief example of how you have demonstrated this]. I am excited about the prospect of applying this theoretical understanding in a real-world setting through an apprenticeship at [Company Name].

I am particularly drawn to [Company Name] because of [mention something specific you admire about the company, such as its innovative projects, culture, values, mission, etc.]. I am eager to bring my [specific skills or experiences] to contribute to [specific goals or initiatives mentioned in the job description or company website]. [Mention how you align with the company's values, missions, culture et]

I am enthusiastic about the opportunity to further discuss how my background, skills, and passion align with the goals of [Company Name]. Thank you for considering my application. I am looking forward to the possibility of contributing to your company and I am available at your earliest convenience to proceed in the process.

King regards,

[Your Name]