

COVER LETTERS & SUPPORTING DOCUMENTS

Employers use cover letters to understand your motivation and communication skills, not just your qualifications.

What to include in a cover letter:

- Introduction: Who you are and what apprenticeship you are applying for
- Why you want the role: Show genuine interest in the company and job
- Why you are suitable: Highlight skills, strengths, and examples from school, hobbies, or experience
- Closing statement: A polite ending thanking them and expressing interest in an interview

How to write a strong cover letter:

- Keep it clear and concise (usually one page)
- Use simple, professional language
- Personalise it for each application (avoid copying the same letter)
- Give real examples rather than just saying you have skills
- Check spelling and grammar carefully before sending



**QUICK
TIPS**

Do You Need A Cover Letter Example?

Use this simple structure when writing your own cover letter:

Your Name

Your Contact Number

Your Email Address

To whom this may concern/Dear [hiring manager's name]

My name is [Your Name], and I am writing to apply for the [Apprenticeship Title] at [Company Name]. I am excited about this opportunity because [brief reason].

I am interested in this apprenticeship because [explain interest in the company/industry]. I am particularly drawn to [specific detail about the role or organisation].

I believe I would be a good fit for this role because I have developed skills such as [skill 1], [skill 2], and [skill 3]. For example, [brief real-life example].

Thank you for considering my application. I would welcome the opportunity to discuss my application further in an interview.

Kind regards,

[Your Name]