

COVER LETTERS & SUPPORTING DOCUMENTS

A cover letter is a short written statement, which may also be known as a supporting document within the application process, that you send with your CV when applying for an apprenticeship. It explains who you are, why you are interested in the role, and why you would be a good fit for the opportunity.

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

Personal portfolios:

A personal portfolio can help you stand out from other applicants by showcasing your skills, achievements and interests in more detail. It gives employers a better understanding of who you are and what you can do beyond your application form or CV. Including examples of your work, projects, volunteering, hobbies or achievements can demonstrate your potential, enthusiasm and commitment to your chosen career path.

