**How to Write a Cover Letter**

**Remember! This is only really possible if you know what sort of apprenticeship or job you are interested in!**

**First: Make sure you thoroughly research the company/job/apprenticeship you are interested in:**

*What sort of person are they looking for? Do they mention any key skills or qualities? What exactly will the role do? You can ring up and ask – this is usually well received. How successful is the company? What is the history of the company? What do other people say about the company (they might have a profile of someone who has done the job or a quick google search will work).*

**Example Cover Letter:**

Your address

Aaa

Aaa

Their address

Aaa

Aaa

Date in full

Dear Sir/Madam,

**Job title applying for – Your name**

Paragraph 1: Brief description of who you are

Paragraph 2: Why you have applied for this job/why you want to do this job (Try to include specific information about the job to show you have researched it thoroughly)

Paragraph 3: What skills/qualifications you have that show you would be able to do the job

Paragraph 4: Briefly thank the person for taking the time to consider you, and direct them to the referees included at the bottom of your CV for further evidence of your potential to do the job.

Yours Faithfully,

Name