



Example of an Apprenticeship Letter

25 West Crescent
Anywhere
Somerset
ZX5 1AA
(00123) 111222

Ms Jones
Jones Garage Services
Lorry Lane
Somerset
ZX9 3FJ

10th October 2007

Dear Ms Jones

I am 16 years old and left Oakhampton Community School this year. I am keen to work in the motor trade and I am enquiring whether there are any opportunities to train as an apprentice with the Jones Garage Services.

I achieved 7 GCSEs in English, Maths, Double Science, French, History and Design & Technology as well as a NVQ 1 in Vehicle Maintenance & Repair.

For my work experience I spent two weeks at Morris MOT Centre where I was able to assist with MOTs, go out on road tests and help with fault finding. I also observed and assisted a motor engineer to remove wheels, drain and change oil. I really enjoyed the opportunity to gain new skills and to work as part of a team.

Please find enclosed my CV for your reference and a stamped addressed envelope for your reply. If you have any further questions or queries please contact me.

I look forward to hearing from you in the near future.

Yours sincerely

Stephanie Simpson