

Full Name

Address

Telephone Number • Email Address

Company Name

Company Address

Dear (Hiring Manager's Name, if not known use Sir / Madam)

I would like to apply for the role of (Name of Job Vacancy) currently advertised with Kaplan. Please find enclosed my CV for your consideration.

This paragraph should explain why this apprenticeship interests you and highlight your key skills and achievements, particularly those that relate to the apprenticeship you are looking to secure.

This paragraph should summarise your strengths and state how this will be beneficial to the role.

Thank you for your time and consideration. If you have any questions please do not hesitate to contact me. I look forward to hearing from you to discuss my application further.

Yours sincerely

Full Name