*Your name  
Your address*

*Name of employer contact*

*Employer’s company name*

*Employer’s address*

*(If these details are not provided, leave the above blank)*

Dear employer contact name *(if available)*/To Whom it may Concern,

**1st Paragraph: State the apprenticeship/traineeship you are interested in undertaking and why you are interested. Briefly summarise the experience and skills you will bring to the job.**

I would like to be considered for the \_\_\_\_\_\_\_\_\_\_\_\_\_ apprenticeship with company name. My hardworking nature and attention to detail make me an ideal candidate for this position. I have recently completed my Certificate II Plumbing Pre-apprenticeship, and I would like a job where I can apply the skills I have learnt while also developing further skills and knowledge.

**Body: Describe your experience, skills and training that are relevant to the job. Bullet points are useful here as they are clear and simple to follow and not too wordy.**

As indicated in the enclosed resume, I have had exposure to the work and tools used in the plumbing trade. Specifically, I am knowledgeable in:

* Fitting taps
* Installing toilets
* Roof plumbing, guttering, downpipes
* Digging trenches to lay pipes
* Preparing materials and tools required to complete the job
* Reading and understanding basic instructions
* Operating power tools; drills, saws, pullers

Additionally, I can follow instructions, care for material, tools and equipment and comply with safety requirements.

**Last paragraph: Reinforce your enthusiasm for this position, thank the employer for their time and mention that you look forward to hearing from them to discuss your application further.**

I believe that my skills and experience, as well as my keen interest and drive to learn the plumbing trade, make me an excellent candidate for this position. Thank you for your time and consideration. I look forward to hearing from you.

Yours sincerely,

Your name  
Contact number