

# TEMPLATE LETTER FOR APPLICANTS SEEKING EMPLOYMENT

YOUR NAME

Home address in full

Postcode

EMPLOYER'S NAME (or Human Resources Department)

Address in full

Postcode

Date (date/ month/ year)

Dear Sir/ Madam (or employer's name if known),

*.....A covering letter should always accompany a CV. Remember that first impressions count so it is useful to follow these tips on how to make that positive first impression:*

- *No more than one A4 page long and ideally three paragraphs*
- *Type written on A4, white paper*
- *The letter should clearly communicate:*
  - *What job you are applying for*
  - *Why you want the job*
  - *Why you are the perfect candidate, include the paragraph below stating you have been approved by BEST.*
- *Address the letter to an individual whenever possible*
- *Stay positive and sell yourself*

I have been accepted by Building Engineering Services Training (BEST), the leading training provider in your industry. By employing me on an apprenticeship programme, you will benefit from funding towards my off-site training and the services of a dedicated BEST training adviser who will affectively become my mentor during the apprenticeship. You can also be assured that, as a BEST approved candidate, I have met the strict criteria it sets to ensure apprentice success.

I look forward to hearing from you.

Yours sincerely/faithfully (*sincerely is used only when you are addressing the letter to a named individual, if you are addressing the letter Dear Sir/Madam, use faithfully*)

(Your signature)

YOUR NAME

Telephone number (home or mobile number)

Email address