**Example Engineering Apprenticeship Cover Letter**

Joe Thomas

4 Wood Drive

Northampton

FG78 9LO

Monday 2 October 2019

Mr David Smith

Managing Director

Bloggs Technology

Manchester

MO34 6UY

Dear Mr Smith,

I’m writing to apply for the mechanical engineering degree apprenticeship at Bloggs Technology, as advertised on TARGETcareers. I’m currently in Year 13 at Didcot High School, studying A-levels in maths, physics and chemistry, and am keen to pursue a career in mechanical engineering. I enclose my CV for your consideration.

I've had experience in an engineering environment through my Year 10 work experience placement at Bio Med and through a six-week summer job at Trackside Engineering before starting Year 13. Bio Med designs and manufactures medical and surgical devices; I spent a week shadowing the engineering team at its manufacturing plant. Trackside Engineering specialises in rail engineering; I was employed in the signalling team to provide administrative support to mechanical and electronic engineers working on a new signalling system. Both of these placements involved teamwork – for example, at Trackside Engineering I was one of three admin assistants and we needed to work closely together to ensure all tasks were completed on time. I've also had experience of teamwork through playing hockey for my school, which involves being supportive of my teammates both on and off the pitch.

I'm keen to join Bloggs Technology as my summer job at Trackside Engineering confirmed to me that I want to work in rail engineering. I'm applying for the mechanical engineering degree apprenticeship as my time at Trackside and Bio Med allowed me to observe the work of mechanical, electronic and manufacturing engineers and I realised that mechanical is what most interests me. I'm also very attracted to the opportunity to take a degree apprenticeship as I enjoy academic learning and am keen to continue on and gain higher qualifications once I've finished my A levels.

I am familiar with the Bristol area and am very happy to relocate there for the apprenticeship. I'm available for interview any time after 15 June, when I have my last exam. I look forward to hearing from you and learning more about the role.

Yours sincerely,

Joe Thomas