

Student Address
Address
Address
Email
Phone number

Date

College Address
Address
Address

Application to XXX College

Dear Sir/Madam,

I am very keen to apply for the Plumbing course at XXX College and have enclosed my CV for your information. I am currently in year 11 at the Marches School, where I have been for the last five years. My favourite subject is Resistant Materials because I enjoy the practical aspect of this lesson. I enjoy making and fixing things and often help my dad with general DIY around the house.

For my work experience last year, I went to D G Electrical and Plumbing where I gained an insight into electrical and plumbing roles. I really enjoyed working with the plumbers and believe I would be a good candidate for this course. In the future, I would like to start my own plumbing business.

I am available to attend an interview anytime out of school hours.

I look forward to hearing from you.

Yours faithfully,

John Jones

- 1/ State what course you are applying for
- 2/ Say why you are interested in that course
- 3/ Talk about your favourite subjects at school
- 4/ Mention work experience and any other work experience you have, including paper rounds, babysitting, voluntary roles, part-time jobs
- 5/ Include DofE if you have completed that
- 6/ Don't repeat what is in your CV