



## Cover Letter Template

The cover letter examples below are form cover letters that will help you as you begin to write your own cover letter. A few tips: Show them why you are interested in their company specifically. Tell a story about your work experience that aligns to the job you want to get but keep it short. Be enthusiastic. Copy and paste one of the templates below into your own document, then personalize it to show who you are and the job you want.

### Option 1

Date

Dear [name]:

I'm writing in response to your CareerWise Elkhart County apprenticeship [enter title]. I am very interested in this opportunity with [company] and believe that my education and skills would make me a strong candidate for the position. I am a [insert personal characteristics] student who [add more information on how you can add value to future company].

My resume provides information about my background and work experience, and how they relate to this apprenticeship. As you will find, [pick out a few key details or experiences that align with the specific requirements of the advertised role].

I firmly believe that I can be a valuable asset to your team. I welcome the opportunity to speak with you about this position and how my experience could help [insert name of company] achieve its goals. Thank you in advance for your consideration.

Kind regards,  
[Your name]

### Option 2

Date

Dear Mr./Ms. [name]:

I'm writing to express my interest in the recently advertised CareerWise Elkhart County apprenticeship role at [insert name of company]. I believe I could bring valuable skills and experience to [insert company name] that would make me an ideal fit for this position.

I have great interest in this opportunity because [describe your unique interest and related education]. [In this paragraph, outline how you specifically fit the requirements of the advertised role and mirror the language used in the job ad].

[In this paragraph, reinforce your unique characteristics, what you have to offer and why you are an ideal fit].

Thank you for taking the time to consider my application, and I look forward to hearing from you.

Yours sincerely,

[Your name]

### Option 3

Date

Dear Mr/Ms [name]:

I believe my skills and experience could be a great match with your apprentice opportunity.

[Draw a personal connection, such as a personal recommendation or even reading about their company in the news]. As a future apprentice with great interest in [list business or role], I

believe I could make a valuable contribution to furthering your company's success and goals.

[Briefly outline your education / skills and strengths that would benefit the company. Mention any projects you've worked on that relate to what the company does.]

I have been very excited to learn about [Write about some development, project or aspect of the company that appeals to you and demonstrates your knowledge of the company. Now explain how you would contribute to the company's projects, put forward an idea or demonstrate how you can help the company grow.]

I believe I would be an ideal fit for [company name]. I have attached my resume to provide more information and would appreciate the opportunity to discuss how I may be able to contribute to your organization. Please do not hesitate to contact me at [insert email address and mobile number].

Kind regards,

[Your name]