

80 Manchester Road
Haslingden
Rossendale
Lancashire
BB4 5TE

14 April 2016

The Personnel Manager, Mr Brown
Denby Business Supplies
Green Lane
Blackburn
BB1 5SP

Dear Mr Brown,

I would like to apply for the Business and Administration Apprenticeship as advertised through Accrington and Rossendale College. I have enclosed a copy of my CV.

I have just completed my GCSE studies at Rhyddings Business and Enterprise School. I believe I am a reliable and hardworking person. I have achieved 100% attendance in the last two years at school and recently completed my bronze Duke of Edinburgh Award. I am interested in working in within the business sector as I thoroughly enjoyed studying this subject at GCSE.

I am an ambitious and hardworking individual and would relish the opportunity of undertaking an apprenticeship within your company.

Yours sincerely

Jason Barnes