

[Your Name]  
[Your Address]  
[City, State, Post Code]  
[Email Address]  
[Phone Number]  
[Today's Date]

[Recipient's Name]  
[Company Name]  
[Company Address]  
[City, State, Post Code]

Dear [Recipient's Name],

I am writing to express my strong interest in the [Apprenticeship Title] position at [Company Name]. As a recent high school graduate, I am eager to kick-start my career journey. I believe that my skills and enthusiasm make me a suitable candidate for this apprenticeship opportunity.

Throughout high school, I have developed a solid foundation in various relevant skills in the [Apprenticeship Field]. I am a quick learner, detail-oriented, and possess strong problem-solving abilities.

While I may not have direct experience in the [Apprenticeship Field], I am confident in my ability to adapt quickly and effectively handle the challenges of this apprenticeship. During high school, I actively participated in [mention relevant extracurricular activities, coursework, or projects] that allowed me to enhance my [mention relevant skills or knowledge]. I am excited to apply these skills and contribute to your team's success.

I have excellent communication and interpersonal skills, which I developed through group projects and presentations. I am eager to apply these skills and contribute to the growth and success of [Company Name].

I am particularly drawn to [Company Name]'s commitment to [mention any company values, culture, or projects that resonate with you]. The opportunity to learn and work alongside professionals in a supportive and growth-oriented environment aligns perfectly with my personal and professional development aspirations.

Thank you for considering my application. I have attached my resume for your review, which provides additional details about my educational background and extracurricular involvement.

Sincerely,

[Your Name]