

To -----

I would like to be considered for the advertised Electrical Apprentice position with ----- . After I complete my studies, my goal is to become a certified Electrician and this position will help me accomplish this. I am currently studying a certificate II electrotechnology which will be completed DATE. I have listed my certifications and skills below:

- Currently completing Certificate II Electrotechnology
- Construction white card
- Working at heights certificate
- Working with children check
- First aid and CPR certificate
- Certificate III in Warehousing
- Open drivers licence with own transport
- High level communication and interpersonal skills
- Flexibility and adaptability
- Initiative, drive and self-motivation
- adherence to safety protocols

I am willing to obtain any other qualification that is necessary for this position. I thank you for taking the time to read through my resume and I sincerely hope that it will lead you to making a decision to hire me for your vacancy. You can reach me through the details provided in my resume to arrange for an interview to discuss my qualifications and suitability. I look forward to hearing from you soon.

Sincerely,

NAME