

123 Your Street

Lusaka

P.O.Box 123

Cell: 0966 XXX XXX

Email: your.name@emailprovide.co.zm

Mr Individuals Name

Job Title

Employers Name

1 Any Street

Lusaka

P.O. Box 12345

{insert date}

Dear Sir/Madam,

I am very keen to work for {company name} because of the reputation that your organisation has as a leading {company function} in Lusaka. Having researched {company name} I understand that you look to recruit the most able and enthusiastic employees and believe that I meet these requirements. I am currently seeking an opportunity for the position of a plumbing apprentice but would be willing to consider any other roles that you may have available.

I believe that I have the right personality and skills required to become an apprentice plumber.

- Hard-working and reliable nature
- Excellent hand-eye co-ordination
- Experience of using tools and plumbing equipment
- Physical fitness and ability to work in all conditions

In addition to the above mentioned skills, I have gained trades experience through volunteering with charity building projects since leaving school. As such I am aware of the skills required of a trades person and believe that I would be a suitable match.

I would be most grateful if you could review my CV and consider me for any suitable positions within your organisation. I am available for interview or a trial at any time and look forward to hearing from you soon.

Yours sincerely

{Your Name}