(ENTER YOUR ADDRESS HERE)

200 Times Road,  
Reading  
RG7

(YOUR EMAIL ADDRESS)

(YOUR PHONE NUMBER)

14th May 2021

Dear Mr Mayberry,

I have always had an interest in working with wood from a very young age; I would like to gain some work experience working with your carpentry/joinery company, as this is something I want to pursue further in my career.

I am a very creative person and am good with my hands, taking pride in my work and making sure that it is completed to a very high standard. Having achieved a GCSE C grade in both English and maths I am mathematically minded and able to calculate figures and work out measurements.

(EDIT THIS SECTION: in this section you can write any specific skills you have picked up in carpentry roles, at home or in education e.g. woodwork class or helped build a shed. If there is a job description look over the requirements and write anything that matches).

I enjoy working in a team or individually, am confident, hardworking and punctual. I listen well, have a hunger to learn and awareness for health and safety of others around me.

I am looking to start my career in carpentry and willing to work very hard to continue learning, gain the skills and get to where I want to be.

If you are interested in my skills please do not hesitate to contact me.

I really look forward to hearing back from you.

Kind regards,

(YOUR NAME)