

**Adam Smith,
Meadowlands,
Kells,
Co. Meath.**

Contact: 087 999999

Thursday 27th March 2014.

Dear Paul,

**I wish to formally apply for a position of
'Metal Fabricator' as advertised by your
company.**

**I will be eighteen years of age on 17th July
2014 and will complete the Senior Cycle in St.
Ciaran's Community School this June.**

**I am enthusiastic and willing to work hard
and learn. I would ask to be considered for any
Apprenticeship which may arise with your
company in the near future.**

**I look forward to the opportunity of meeting
in person and I am available for interview at
your convenience.**

Yours Sincerely,

Adam Smith