

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

**Contact: 087 999999**

**Thursday 27<sup>th</sup> March 2019.**

**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 17<sup>th</sup> July  
2019 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**