

52 Any Street
Any Town
Any County
AA11 2BB

4th July 2024

Dear Miss Jones

I am writing to apply for the role of Apprentice Laboratory Assistant as advertised by Any Town Laboratories on the Government's Find an Apprenticeship website. I believe this role would be the perfect opportunity for me to begin my career and work towards becoming a Laboratory Technician in the future. I am available to begin work from July 2024 when I have completed my A Levels.

I believe I am well suited to this role for several reasons. I have a passion for science and am currently studying Biology and Chemistry at A Level with predicted grade A's in both subjects. I have excellent attention to detail and timekeeping, can work well both independently and as part of a team and I have good and developing data analytical skills and I have completed various online learning modules to improve this in my own time.

I have had experience from both my part time job and a work experience placement that I completed, and I believe the skills I have learnt from both opportunities are transferrable into this role I am applying for. I currently work part time as a waitress in Any Town Café and have just been promoted to Team Leader and I successfully completed a work experience placement at Any Town Accountants with an outstanding feedback report. I want to work for Any Town Laboratories because they are embracing cutting edge technology for the testing of samples as I have read about on your website. I am keen to be a part of this, learn and I am excited to continue my studies, work hard and enjoy both studying and learning on the job.

This role would be an excellent entry level role for me to begin my career as a Laboratory Technician and I am excited by the excellent work and leadership the company is showing in this field. Thank you for considering my application and I am available for interview at your request.

Yours sincerely

Jenny Smith

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