

Student's name

Street Number and Street name

Suburb and Postcode

08 8821 XXXX

0448 XXX XXX

Wednesday, 23 March 2011

Manager

First National Real Estate

25 Owen Terrace

Wallaroo, 5556

Dear, Sir/Madam

I am writing in response to your advertisement in the local Country Times for a Traineeship. Based on the requirements listed in the advertisement, I feel that my skills and experience are a perfect match for this position.

I am currently enrolled to do a "Certificate III in Business Administration" through Trade Schools of the Future. I am due to start this on Friday 4th March. The course continues every Friday.

I am available to start in a new position as early as you require.

I have enclosed my CV for your review. I look forward to further discussing opportunities with you.

If you have any questions or would like to schedule an interview, please call me.

Yours sincerely,

Print Name
