



# Apprenticeship

## Letter of Interest

**Instructions:** This worksheet offers you helpful tips and an easy formula for writing emails. Use the sample email template below to help you compose a professional email to an apprenticeship contact. Copy and paste it into your email application and change the fields to match your circumstances. Don't forget to include the subject line!

DATE:

STUDENT NAME:

### Helpful Tips

1. Send from an email address with your name in it or other professional title.
2. State the subject clearly.
3. Personalize the email, if possible. Use a contact name and indicate you know something about their business or organization.
4. Keep the email brief and focused.
5. Proofread your email.

### An Easy Formula for Emails

1. Create a greeting.
2. State who you are, your reason for the email and what you are asking for.
3. Thank the person.
4. Include a closing.
5. Leave your contact information at the end of the email

### Sample Email

Subject: Inquiry about carpentry apprenticeship

Dear Sam Smith,

My name is Rita Brown, and I am a sophomore at Any School. I found your contact information on the apprenticeship program link from the Oregon Bureau of Labor & Industries website. I am interested in learning more about the carpentry apprenticeship program. I did some job research on carpentry, and I am excited to learn more.

Can you provide me with a description of the qualifications I need, where I can apply, and how I can seek out more information?

Thank you for taking the time to consider my request. I look forward to hearing from you. Please reach me at this email or the contact information below.

Sincerely,

Rita Brown  
[rita\\_brown@domainname.com](mailto:rita_brown@domainname.com)  
(541) 000-0000



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## Letter of Interest

DATE:

STUDENT NAME:

### Email Template

Subject: Inquiry regarding [subject & apprenticeship]

Dear [Contact's Full Name | Mr. or Ms. & last name | Title & last name],

My name is [Name], and I am a [Title] at [School/Organization]. I found your contact at [Title] and am interested in learning more about the [subject & apprenticeship]. I did some job research on [subject], and I think it is a career that fits my interests.

Can you provide me with a description of the qualifications I need, where I can apply, and how I can seek out more information?

Thank you for taking the time to consider my request. I look forward to hearing from you. Please reach me at this email or the contact information below.

Sincerely,

[Name]

[Email address]

[Area code & phone number]

