**Application Letter Format for Apprenticeship Training**

Ashok Sharma

54, Gandhi Apartments

New Delhi

Date: May 2nd, 2019

Mr. Raghav Gupta

Human Resource Manager

HZL Health and Wellness Ltd.

New Delhi

Dear Sir,

My name is Ashok Sharma. I have just finished with my exams for 12th standard from Bal Bharti School, CBSE Board. I am writing this letter to express my keen interest for the apprenticeship program for Marketing Executives which was advertised in TOI on April 25th, 2019.

I would like to share that I have worked with Mc. Donald’s. My job required me to take orders from customers, process these orders and manage the cash. I was also awarded the badge of “Employee of the Week” because of my impressive performance. This gave me an exposure to the industry and also an experience to deal with different kinds of customers and situations.

I am very sure that if given a chance, I can be an asset to your organization. I am hard working, committed and positive in approach. I am also a good team player and fast learner. I am extremely focused and passionate to shape up my career with my hard work and dedication.

Please find attached my resume which has complete details on my qualification and work experience. You can reach me at +91-9898989898 or ashok@gmail.com. I look forward to meet you in person and discuss the opportunity with you.

Looking forward to hear from you.

Thanking in anticipation.

Sincerely,

Ashok Sharma