**[Your Full Name]**
[Cell number] | [Email]
[Suburb/Town, Province]

[Date]

**[Organisation name]**
[HR / Learnership Coordinator]
[City/Town]

**Subject: Application for [Learnership name] learnership (Ref: [Reference number])**

Dear [Learnership Coordinator / Hiring Manager],

I am applying for the [Learnership name] learnership advertised on [where you saw it]. I meet the minimum requirements, including [highest qualification] and [key requirement from the advert]. I am based in [your area] and can attend training and the workplace placement as required.

I am interested in this learnership because [one sentence about why this field fits your goals]. Through [school / college / work / volunteering], I have developed [2–3 relevant skills]. For example, [short proof point: a project, task or responsibility]. I am also [punctual / a clear communicator / willing to learn], and I am comfortable following instructions, meeting deadlines and working in a team.

I would appreciate the opportunity to be considered for an assessment or interview. I am available from [date] and can be contacted on [Cell number] or [Email]. Thank you for your time and consideration.

Kind regards,
[Your Full Name]

**Attachments:**
CV
Certified copy of ID
Certified copy of highest qualification
[Any other document the advert requests]

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