

# LETTERS TO SCHOOLS

## APPLYING FOR AN APPRENTICESHIP IN SCHOOLS

---

Your letter to a school is your first chance to make a strong impression. It should accompany your CV and, where possible, be delivered by hand to show confidence and initiative.

This guide will help you write a clear, effective letter that highlights your strengths and interest in the school.

### **Keep it short and focused**

Your letter should be concise, no more than one page and packed with personality.

Unlike your CV, which lists your experience, this letter is your chance to show who you are and why you'd be such a good fit for that specific school.

### **Show you've done your research**

Reference each school's programs and initiatives, giving specific examples of how your experiences and strengths would allow you to contribute, make it clear you're enthusiastic to get involved.

Emphasise the school's values and mission, showing how certain aspects align with your own mindset, demonstrating that you understand and value what makes the school unique

### **Make it personal, yet professional**

Begin by addressing your letter to one of the primary contacts from your research and finish your letter by expressing your interest in meeting face-to-face, where possible, to discuss the possibility of your future involvement.

Finally, thank them for taking the time to consider your letter and CV.

### **Grammar and presentation matter**

Schools pay attention to spelling, grammar, and neat presentation, as these details reflect professionalism.

A well-presented letter demonstrates that you are careful, organised, and take your application seriously, qualities essential when supporting teachers or working with children.

Ask a friend or family member to proofread your letter, or use online tools such as [grammarly.com](https://www.grammarly.com) to check your work.

**Remember:** Make sure you put our contact details in your letter, that way schools can contact us with any questions about the apprenticeship programme (Email: [Recruitment@inspireplus.org.uk](mailto:Recruitment@inspireplus.org.uk)).