**Story Homes,**

**Dear recruitment team,**

**Commercial Administrator (Part-time)**

I am currently in my second year of studying Business and Management at the University of Central Lancashire, in Preston and looking for a part-time role in order to develop and gain some valuable experience within the construction industry. I would like to apply for the role of commercial administrator which closes on 4th January. Please find my CV enclosed with this covering letter.

Working for my father’s property development business, I have enjoyed and gained a passion for the construction industry, especially in this time of growth for the sector. This industry is the area in which I plan to formulate a career, upon completion of my degree and feel that Story Homes are an excellent organisation that offer some exciting opportunities.

The advertisement for this role highlights the need for communication skills, something that I am familiar with and enjoy; working with students and colleagues from a number of backgrounds and cultures has given me a good understanding of the need for good communication skills. It also states the need for good organisational and the ability to prioritise, attributes I feel as though I am developing well through my studies at university. I have improved these skills by balancing a heavy workload at university, with part-time work, highlighting my ability to organise and prioritise my time.

Further to this, I have extensive administration experience working within busy office environments, including working for; the NHS, Morrisons and Lancashire County Council, in which I provided professional support to the administration teams.

If you require any further information, please get in touch.

I look forward to hearing from you soon.

**Yours sincerely,**

**Jack Howarth**