Andrea Shortt

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Story Homes

Chorley

18th December 2017

Dear sirs

**Application for the post of Commercial Administrator (part time)**

I read your advertisement for the post of Commercial Administrator on your website and feel that I would be ideally suited to the role. I therefore enclose my CV for your consideration.

I come from a strong administration background and feel that I have already gained that I have necessary organisation and time management skills to be able to work in a busy office environment.

I enjoy dealing with lots of different people and the variety of challenges that can arise from day to day. I am motivated and enthusiastic individual looking to make a change both personally and for those I work with, I feel I have the skills and experience to competently take on and flourish in this role.

I look forward to attending an interview at a time convenient to you. Thank you for taking the time to read my application. I hope to hear from you in due course.

Yours faithfully

Andrea Shortt