12 Casterton,

Euxton,

Chorley

PR7 6HN

21/12/2017

Dear Sirs,

Re: Job vacancy – Commercial Administrator (Part time)

Please find enclosed my CV in response to your advertisement for the above role.

I have, in the past, held senior managerial roles within the Insurance Broking Industry until I took a break to raise my family and assist my husband in the running of his business. I am currently looking to return to work in a part time capacity in a business where I could add value and be part of a busy and positive environment.

I have many years administrative experience and have very good organisational skills having run a large broking team with responsibilities for staff, placement of business, relationship building and legal compliance whilst ensuring a profitable outcome for the business.

I have had contact with numerous business sectors within my role as an Insurance Broker and I feel I have good communication skills and the ability to work within a team whilst also being able to prioritise and work under my own initiative.

I trust you find the enclosed to be of interest, please feel free to contact myself if any further clarification is required.

Yours faithfully

Jane Howell.

E Mail: jane.howell66@gmail.com

Mobile: 07828760059