Mrs L Fishwick

53 Judeland

Astley Village

Chorley

PR7 1XJ

4th January 2018

Dear Sir / Madam

***Re: Commercial Administrator Vacancy (part time)***

Please find attached my curriculum vitae for your consideration.

Although I have not been in an office environment recently; for approximately two years I have been taking care of the administration for the Beaver Scout group of which I am a leader.

I am proficient in Microsoft Office and believe myself to be meticulous and motivated.

If you require any further information or would like to discuss my CV please do contact me.

I hope to hear from you in the near future.

Yours sincerely

Lorna Fishwick