12 Garsdale Close

Walton-Le-Dale

Preston

PR5 4BU

13th February 2018

To Whom It May Concern

I wish to apply for your Land Administration vacancy you have available. As you can see from my attached CV, I have extensive administration experience. In my current role at Lancashire Constabulary I work to Senior Managers and I am responsible for diary management, minuting meetings, managing and updating databases and general office administration. Another aspect of my role is organising and coordinating events.

I believe that I have the experience, expertise and transferable skills that would make me an ideal candidate for your Land Administrator role, and help contribute towards the success of your business. I look forward to hearing from you so that we can discuss my application further.

Yours sincerely

Jane Grant