Gemma Murray

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6 May 2024

Story Homes

Euxton Lane

Euxton

Chorley

PR7 6TE

Dear Sir/Madam,

**Application for Position of Sales Administrator**

I am writing to apply for the position of ‘Sales Administrator’ which I saw advertised on the careers section of your website.

I have attached my CV for your attention.

I believe that I could be a valuable addition to your team. I have extensive administration/secretarial experience, in a variety of sectors. I have been in my most recent position at Lea Hough Chartered Surveyors for 11 years, and was promoted to Office Manager in 2019.

In my most recent role I was responsible for the diary management and day-to-day bookings for a team of 5 surveyors. Additionally, I provided typing support and have maintained an audio and copy typing speed of 120-130 words per minute. It was also my responsibility to deal with invoicing, inputting into Sage 50 and reconciling our various in-house financial spreadsheets.

In conclusion, I believe that I have the necessary skills and attributes and coupled with my extensive administration experience and up-to-date IT skills I would be pleased to be considered for this position.

I look forward to hearing from you.

Yours faithfully

Gemma Murray