

Hannah Price

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7 September 2026

Priya Shah
Programme Delivery Manager
Northbridge Community Projects
18 Alder Street
Manchester M1 4AB

Dear Ms Shah

Application for Project Support Officer (reference NCP-247)

I am applying for the Project Support Officer vacancy (reference NCP-247), advertised on your website. After seven years coordinating people, suppliers, budgets and time-critical venue changes in hospitality, I am moving into project support and would welcome the opportunity to bring that practical delivery experience to Northbridge Community Projects.

Your advert asks for accurate action tracking and coordination across several contributors. During a six-week refurbishment at Alder Table Group, I built the weekly action tracker used to sequence contractors, stock moves, staff training and reopening checks. I followed up owners and deadlines, and all mandatory checks were completed before the venue reopened.

I can also offer clear stakeholder communication and careful budget administration. I produce concise performance and incident summaries for a regional manager, track monthly operating costs and investigate invoice differences against purchase orders. I am particularly interested in your work coordinating community programmes across partner organisations, where dependable records and timely updates help teams act on the same information.

Alongside my current role, I completed the APM Project Fundamentals Qualification in 2026 and intermediate Excel training in 2025. My enclosed CV gives further detail, including team leadership and event coordination. Thank you for considering my application; I would be pleased to discuss how my transferable experience could support your programme team and can be contacted on 07700 900105 or at hannah.price@example.com.

Yours sincerely
Hannah Price