

Megan Reilly

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6 October 2026

Mrs Priya Desai
Office Manager
Kenilworth Lettings
8 Warwick Road
Coventry CV3 6AU

Dear Mrs Desai

Application for Office Administrator

I am applying for the Office Administrator role at Kenilworth Lettings. I have four years' experience as an admin assistant in a building services company, supporting a team of 25, and I completed a Level 3 Business Administration apprenticeship in 2023.

Each day I answer about 40 phone and email enquiries and log every job on our system, and each month I send around 150 invoices matched to completed job sheets. I also take minutes at our weekly operations meeting and book engineers' travel and hotels.

When our stationery and PPE orders kept running late, I rebuilt the order sheet in Excel so orders now go out on the same day each week. I would bring the same eye for small improvements to your office.

My CV is attached. I am available for interview at any time and can start after two weeks' notice. Thank you for your time.

Yours sincerely

Megan Reilly