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17 October 2026

Ms Priya Raman
Operations Director
Fenwick Clarke Architects
Abbey House, 14 Kings Road
Reading RG2 9ZZ

Dear Ms Raman

Application for Office Manager

I am applying for the Office Manager post at Fenwick Clarke Architects. For four years I have run the office of Calder Brook Engineering, a 45-person consultancy in Reading, and I hold the ILM Level 3 Certificate in Leadership and Management.

I manage a £180,000 office budget, three administrators and our suppliers, and I write a monthly report for the directors on spending, staffing and the building. I hold weekly one-to-ones and yearly appraisals with my team, and I have recruited and trained five of our support staff.

In 2024 I moved our stationery and printing to one supplier and cut that spending by 22%. I also set up checks on project files and invoices before they reach clients, and returned invoices fell from about ten a month to two.

Your practice is twice our size and growing, and I would welcome the chance to run an office through that growth. My CV is attached. Thank you for considering my application.

Yours sincerely

Joanna Whitfield