

Sophie Hall

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Mr Simon Ashby
Chief Operating Officer
Avonmouth Renewables Ltd
Harbourside House, 4 Canon's Way
Bristol BS1 5LF

Dear Mr Ashby

Application for Executive Assistant to the Chief Executive

I am applying for the role of Executive Assistant to the Chief Executive. I have eight years' experience supporting directors in engineering and property firms, and I am currently PA to the Managing Director of Severnside Engineering.

I manage the Managing Director's diary, email and calls across three time zones, deciding what needs their time and what can be delegated. I organise ten board meetings a year, from agendas and papers to minutes and action tracking, and book travel across the UK, Europe and the US, including visas.

This year I planned our leadership conference for 80 people, from choosing the venue to keeping it within budget. I handle confidential HR and commercial documents under the company's information policy, and I am used to being the first person a director's contacts speak to.

Your company's growth into offshore wind would bring the busy, changing diary I enjoy. My CV is attached. Thank you for considering my application.

Yours sincerely

Sophie Hall