Claire Donnelly
Reading · claire.donnelly@example.com · 07700 900240

14 October 2026

Ms Anita Rao
Operations Director
Thameside Property Management
Forbury House, 12 Valpy Street
Reading RG1 1AR

Dear Ms Rao

Application for Office Manager (ref. TPM-OM-07)

I am applying for the Office Manager role at Thameside Property Management. I ran the office of a 32-person solicitors' firm in Reading for six years, and I am now returning to work after a career break raising my two children.

At Wexcombe & Hart I managed a £180,000 office budget, recruited and trained a team of four, and moved the firm's paper files to a case management system with no files lost. Your advert asks for someone to run the office's suppliers and systems, which is the work I did every day.

During my break I kept the accounts for our school's PTA, completed the AAT Level 2 Certificate in Bookkeeping and a Microsoft 365 course, so my skills are up to date.

I can work full time or four days a week, and I could start in November. My CV is attached. Thank you for considering my application.

Yours sincerely

Claire Donnelly