Rhiannon Hughes

Cardiff · rhiannon.hughes@example.com · 07700 900277

17 October 2026

Ms Catrin Lloyd
Head of Content
Corran Mutual
7 Mill Lane Studios
Cardiff CF10 9ZX

Dear Ms Lloyd

Application for Lead Content Writer

I am applying for the Lead Content Writer post at Corran Mutual. I am a senior content writer at Cledwyn Energy, where I have spent four years turning heat pumps, solar panels and bills into plain English for customers.

Last year I rewrote our 140 help pages, interviewing the engineers and the customer service team for each one. Calls about the topics they cover fell by 18% in a year, and the pages are now the model for our customer emails.

Every piece I write goes through the editor and the legal team, and I keep the house style guide up to date. I also run a monthly workshop for colleagues who write customer letters. Your plan to rewrite your mortgage pages in plain English is the kind of work I do best.

My CV is attached, and three pieces that suit the role are in my portfolio at rhiannonhughes-writing.example.com. Thank you for considering my application.

Yours sincerely

Rhiannon Hughes