Ashford Business Services Ltd

Amelia Hart

Office Manager

amelia.hart@example.com | 01632 960 123 | Birmingham

Office Manager who keeps busy offices running smoothly and customers happy.

9 November 2026

Sarah Mitchell
Ashford Business Services Ltd
12 High Street
Birmingham, B17 9JH

Dear Sarah Mitchell,

I am applying for the Office Manager role because it brings together the office administration and customer service work I enjoy most. Ashford Business Services Ltd has a strong reputation for looking after its staff, and I would be proud to be part of the team.

Career highlights:

1. Cut invoice processing time by 20% by tidying the filing system
2. Trained three new starters in their first month
3. Kept the front desk running smoothly during a busy refurbishment

In my current role as Office Administrator I look after invoicing, filing and the front desk, and I recently cut invoice processing time by 20% by tidying the filing system. I am organised, calm under pressure and quick to learn new systems, which I believe fits this role well.

Thank you for taking the time to read my application. I would welcome the chance to discuss the role at an interview, and I can be reached on 01632 960 123 or at amelia.hart@example.com.

Yours sincerely,
Amelia Hart