

Sean Pearse

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Greenfield Secondary School
Bradford

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Dear Hiring Manager,

Every successful examination period relies on invigilators who can maintain a calm, fair, and well-managed environment for all candidates. My professional experience spans supporting structured processes, following workplace procedures, and handling confidential information accurately. I am confident in my ability to contribute positively to the examinations team at Greenfield Secondary School.

In my current role as a Customer Service and Administration Assistant, I regularly communicate with a wide range of people while maintaining accuracy and professionalism in a busy environment. I follow organisational procedures, manage confidential records responsibly, and resolve queries calmly, all of which mirror the expectations placed on exam invigilators. My experience supervising groups, supporting colleagues, and working within safeguarding guidelines has strengthened my ability to maintain order, uphold compliance, and ensure fairness during high-pressure situations.

I am particularly motivated to support examination periods because I enjoy working in structured environments where accuracy, organisation, and clear communication are essential. I take pride in maintaining high standards, following regulations, and contributing to processes that help learners perform at their best. These qualities, combined with my reliability and strong attention to detail, make me well-suited to the responsibilities of the Exam Invigilator role.

Thank you for considering my application. I would welcome the opportunity to support your examinations team and contribute to the smooth, secure, and compliant delivery of assessments at Greenfield Secondary School.

Yours sincerely,
Sean Pearse