

Tina Wilson

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Morrison & Clarke

Brighton

Brighton, UK, 25 June 2026

Dear Hiring Manager,

I am writing to apply for the Office Manager position at Morrison & Clarke. Although I am at the beginning of my career in office administration, I am eager to learn and confident that my customer service experience, strong organisational skills, and positive attitude would allow me to make a valuable contribution to your team.

In my previous role as a Guest Services Assistant at Riverside Hotel, I developed experience working in a busy environment where I greeted customers, answered enquiries, updated booking records, and worked closely with colleagues to ensure day-to-day operations ran smoothly. The role taught me how to stay organised, communicate professionally, and manage competing priorities while delivering excellent customer service.

Alongside my work experience, I completed a Level 3 Business Administration course, where I gained an understanding of office procedures, document management, and workplace communication. I am comfortable using Microsoft Office and enjoy learning new systems and processes.

I am particularly interested in joining Morrison & Clarke because of your reputation for providing excellent service and supporting employee development. I am excited by the opportunity to begin my career in office management, learn from an experienced team, and build the skills needed to support the efficient running of your office.

Thank you for taking the time to consider my application. I would welcome the opportunity to discuss how my enthusiasm, willingness to learn, and transferable skills could benefit your organisation. I look forward to hearing from you.

Yours faithfully,

Tina Wilson