

# Ellie Woodhouse

Administrative Assistant

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**Karen Mitchell**

Experian

Dear Karen,

I am writing to apply for the Administrative Assistant position at Experian's Nottingham office. I have just over a year of administrative experience in professional services and local government, and I am looking for a role where I can support a larger team in a fast-paced corporate environment.

At Browne Jacobson, I provide administrative support to 14 solicitors. Managing diaries, scheduling 40+ client meetings per week, handling around 80 enquiries per day, and preparing contract packs for 15-20 property transactions per month. I taught myself the firm's iManage document management system in my first week and have since trained three new admin staff on it, writing a 15-page quick-start guide that cut onboarding time from two weeks to one. Before that, at Nottingham City Council, I processed 120+ housing benefit applications per week and built a spreadsheet tracker that reduced the application backlog by 30% in two months.

I am organised, quick to learn new systems, and comfortable handling a high volume of tasks without things slipping. I hold a Level 3 Diploma in Business Administration and type at 75 wpm. I would welcome the chance to bring my admin skills to Experian's team.

Sincerely,

Ellie Woodhouse