

Dear Ally Field Graham,

I am writing to express my interest in the Personal Assistant to Publishing Operations Director position at Penguin. With a strong administrative background, exceptional organisational skills, and a passion for the publishing industry, I am confident in my ability to contribute effectively to your team.

Over the past two years, I have supported two Construction Operations Directors in fast-paced, detail-driven environments, handling everything from complex scheduling to managing confidential correspondence and project processes and documentation. I thrive in roles that require discretion, initiative, and a proactive approach. These skills are essential when supporting directors in creative and deadline-driven settings.

My passion for literature makes this opportunity especially meaningful to me. From an early age, reading has been my favourite hobby and I'm keen to develop my knowledge of the publishing industry. Whether coordinating meetings or managing day-to-day priorities, I bring professionalism, reliability, and a calm, hard working attitude.

I would welcome the chance to bring my skills and enthusiasm to Penguin and support your team's continued success. Thank you for considering my application. I look forward to the opportunity to speak with you further.

Kind regards,
Hope Hardy