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Nottingham
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Wilkins, Brown & Co Solicitors
25 The Square
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12th July 2021

Dear Sir or Madam

Re: Court of Protection Fee Earner

I am writing in response to your advert for a Court of Protection Fee Earner in the Law Society Gazette. I am a Solicitor with 18 months' PQE in a similar position at Jacobs Wilkinson Solicitors in Nottingham City Centre.

My experience in my current role covers a wide range of COP-related issues, including Deputyship Applications, Local Authority issues, Deputy / Attorney disputes and Statutory Wills.

Prior to joining my current firm, I worked as a Private Client Paralegal in a City firm for 3 years before undertaking a two year training contract. This allowed me to gain competence in handling a full case load of Wills, Grants of Probate / Letters of Administration and Lasting Powers of Attorney from start to finish.

In addition to having excellent knowledge and technical skills in both Court of Protection and Private Client work, I have strong verbal and written communication skills, coupled with a real interest in people and their affairs. In a previous role I worked at the Citizen's Advice Bureau for 6 years, providing a wide range of employment advice including pay, contracts, holiday and sick pay, agency workers' rights, flexible working and parental rights. This built up my skills in dealing with clients face-to-face and acting with both discretion and empathy.

I am confident that my knowledge, skills and range of experience make me an excellent fit for this role and I hope to discuss how I can benefit your firm further in person.

Yours sincerely,

Ellie Layton