

24 High Street
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Nottingham
NG5 8GJ

Thompson Law
High Corner
Nottingham
NG1 2DY

23rd May 2021

Dear Sir or Madam

Re: Legal Secretary position

I am writing in response to your advert for a Legal Secretary dated 21st May 2021 on fish4.co.uk.

I have 7 years' experience as a Legal Secretary in a busy commercial property department at Thompson Solicitors.

In my current role I work in a team of 5 secretaries providing support to 15 fee earners. I am confident both in prioritising tasks and taking ownership of work from start to finish. I produce and format a range of legal documents to a very high standard of accuracy including lengthy leases, forms, correspondence and bills.

I have excellent communication skills and I am confident in liaising with clients, my team and both internal/external stakeholders, over the phone or face-to-face.

I am able to use both traditional and digital dictation systems. My typing speed is 60wpm and I have excellent IT skills, including use of Microsoft Word and Excel to a good standard. I am very familiar with using the firm's Case Management Software (Law Fusion).

I am also competent in all other administrative aspects of this role, such as taking minutes, organising meetings and diary management. I have always been flexible and happy to take on additional responsibility and any tasks given to me, including covering my fee earner whilst on holiday, reviewing and progressing files, or covering other roles within the firm as and when needed.

I hold a CILEx Level 2 Diploma for Legal Secretaries and took Conveyancing and Legal Spreadsheet Processing as my optional modules.

I look forward to hearing back from you.

Yours sincerely

Alison Greene