

54, Main Street
Arnold
Nottingham
NG5 1XY

Alison James Solicitors
75, New Road
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28th July 2021

Dear Sir or Madam

Re: Paralegal position

I am writing in response to your advert for a Paralegal in your Commercial Property Department, on the Law Society Gazette website.

I have 18 months' experience as a Paralegal in the Conveyancing Department of a reputable high street law firm. My work includes handling my own busy case load of residential sales, purchases, plot sales and remortgages, under the supervision of an experienced Solicitor. In addition, I have assisted my supervisor with a range of commercial transactions including producing draft leases in accordance with client instructions, reviewing draft leases, ordering searches and managing their caseload during holidays.

I have a strong interest in commercial property and recently completed the BPP course 'Introducing Commercial Conveyancing - Including Business Leases'. Previously I completed my Level 3 Professional Diploma in Law and Practice, including both Residential & Commercial Leasehold Conveyancing, Land Law and Client Care modules.

I am now studying for my CILEX Level 6 Conveyancing Unit and hope to qualify as a CILEX Conveyancing Practitioner within the next 18 months. I have completed around 50% of my Work Based Learning portfolio including 3 commercial conveyancing Experience Portfolios which I would be pleased to share with you.

I am a hard-working individual with good written and verbal communication skills. I have proven myself highly capable of working within a busy property team, providing flexible support to fee earners and colleagues as required.

I look forward to hearing back from you.

Yours sincerely

James Samuels