

Hi

I am applying for the Legal Assistant role as advertised on Indeed.

I feel that I would be a suitable candidate due to my admin experience which includes experience of creating/printing letters, putting packs together, scanning, emailing, data entry and knowledge of using Microsoft Office, Google Workspace and Adobe.

I am looking for a new role as my last position sadly let me go due to the business not being able to offer me the training and support I needed to succeed.

Lupton Fawcett seems like a great firm to work for and great benefits too and I would like my next step in my career to take place here.

Thank you for taking the time to look at my application and I hope to hear from you.

Kind regards

Jessica Powell