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| Hello! I’m Joanne Bloggs |  | 123, The Street  The City NG1 234  (01949) 123456  jo.bloggs@aol.com |

I am a competent Solicitor with 14 years of experience (5 years PQE) in Private Client Law. I advise across a variety of private client matters with a strong focus on trust and estate administration. I am a proficient probate practitioner with proven experience in higher value and complex matters. I am looking for a senior role with the opportunity to progress to partner.

“Jo provides outstanding service, over and above.” ~ C. Mckenzie, client

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| Work experience  Solicitor, ABC Law, Lincoln : 2014 to date  Handling a busy caseload and exceeding challenging targets, drafting Wills, handling administration of estates and Lasting Powers of Attorney, drafting of trusts and inheritance tax planning. Aiding and representing a dynamic range of high net worth Private Clients.  Trainee Solicitor, XYZ Law, Lincoln : 2012 - 2014  Handling a complex caseload of work including Wills, Trusts, Probate and Court of Protection matters, Estates Administration and Tax Planning; and aiding and representing a range of Private Clients.  Paralegal, XYZ Law, Lincoln : 2011 – 2012  Assisting a Senior Partner with a caseload of work including Wills, Trusts, Probate and Court of Protection matters, Estates Administration and Tax Planning.  Paralegal, 123 Law, Lincoln : 2009 – 2011  Dealing with Wills, Planning and Trust administration, under the supervision of a Chartered Legal Executive.  Paralegal, 456 Law, Lincoln : 2004 – 2009  Handling Wills and probate, trusts, administration of estates, LPAs, tax planning and some COP matters under the supervision of a Senior Partner. | Education  Legal Practice Course (PgDip) (Merit)  Nottingham Trent University  2011 - 2012  Level 3 & 6 Diploma in Legal Practice  CILEX Law School  2007 – 2010  Key skills  Able to demonstrate detailed knowledge and technical expertise in dealing with complex private client caseloads, including wills, probate, tax, and trust matters.  Strong team player with excellent communication and organisational skills.  Interests  Hiking, road cycling, going to the gym, snowboarding, running  References   |  |  | | --- | --- | | Tim Jones, Partner  ABC Law, Lincoln  tim.jones@abclaw.co.uk  (01234) 567890 | Claire Jones, Partner  XYZ Law, Lincoln  claire.jones@abclaw.co.uk  (01234) 567891 | |

“Joanne exceeds every target you set for her whilst delivering exceptional client care.”

~ Chris bentley, partner, ABC law

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