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| Hello! I’m Joanne Bloggs |  | 123, The StreetThe City NG1 234(01949) 123456jo.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 experienceSolicitor, ABC Law, Lincoln : 2014 to dateHandling 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 - 2014Handling 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 – 2012Assisting 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 – 2011Dealing with Wills, Planning and Trust administration, under the supervision of a Chartered Legal Executive.Paralegal, 456 Law, Lincoln : 2004 – 2009Handling Wills and probate, trusts, administration of estates, LPAs, tax planning and some COP matters under the supervision of a Senior Partner. | EducationLegal Practice Course (PgDip) (Merit)Nottingham Trent University2011 - 2012Level 3 & 6 Diploma in Legal PracticeCILEX Law School2007 – 2010Key skillsAble 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. InterestsHiking, road cycling, going to the gym, snowboarding, runningReferences

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| --- | --- |
| Tim Jones, PartnerABC Law, Lincolntim.jones@abclaw.co.uk(01234) 567890 | Claire Jones, PartnerXYZ Law, Lincolnclaire.jones@abclaw.co.uk(01234) 567891 |

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

~ Chris bentley, partner, ABC law

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