Mohamed Nader

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Trainee Solicitor Programme 2023

Dear Sir or Madam,

I am writing this to be considered for the Trainee Solicitor Programme in 2023 at your firm, which I saw on your LinkedIn page recently. The practice areas of Dispute Resolution and Housing are where I believe my skills and relevant experiences will make me a great fit to the firm’s unrivalled team.

My legal skills developed when I first used the Clio software when I worked as a paralegal caseworker. I learned how to review, organize and create briefs and legal documents, including summaries, using Clio which enabled me to structure my tasks into a neat order. I also learned how to cooperate with team members on cases and how to divide tasks up depending on one’s skillset.

While working as an administrative assistant, I was assigned to the firm’s legal department to help get through a backlog of case files that had piled up prior to me starting. The department estimated the process should take about two weeks to finish but through proper time management and focusing on details, I managed to clear the backlog in less than a week without any mistakes. I also proof-read and wrote up first drafts of litigation documents after conducting research for the topic.

Along with my aforementioned legal and administrative experiences, I’m also a native Arabic speaker who dealt with Middle East-based clients in my most recent roles (please refer to CV). This has made me aware of the legal needs these clients are facing in various markets.

I look forward to hearing back from you; please feel free to contact me back via email or my phone: +49 1520 7511 063.

Yours sincerely,

Mohamed Nader

Enclosed: CV