

# Priya Mehta

Legal Assistant

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## Catherine Webb

Linklaters

Dear Catherine,

I am writing about the Senior Legal Assistant vacancy in the Corporate team at Linklaters. I have spent the last five years as a legal assistant at Clifford Chance, where I am the lead assistant supporting three partners and five senior associates in the M&A and private equity practice, managing matter opening and client onboarding for 80+ new matters per year with a combined fee target of £9 million. The opportunity to do similar work at Linklaters, particularly given the firm's cross-border deal flow, is something I would like to discuss.

The part of my role I do best is keeping complex transactions on track. I coordinated completion mechanics on 14 simultaneous closings in a single quarter, and I process monthly billing averaging £750,000 across WIP and invoicing. I also redesigned the billing workflow for the corporate team. Cutting the average time from WIP review to invoice dispatch from 12 days to 5 days and reducing write-offs by 18%, a process that was later adopted by three other practice groups. Before Clifford Chance, I spent three years at DLA Piper where I managed document production for 200+ commercial agreements per year and led a six-month project to refresh a precedent library of 150+ templates for GDPR compliance.

I hold a CILEx Level 3 Diploma, a Legal Secretaries Diploma, and an ICA Anti-Money Laundering Certificate. I am proficient in iManage, NetDocuments, and Elite 3E. I would welcome the chance to discuss how my experience managing high-value deal administration could support the team.

Yours sincerely,

Priya Mehta