

Jade Adeyemi

Paralegal

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Michael Cross

Slater and Gordon

Dear Michael,

I am writing to apply for the Paralegal position in the Personal Injury team at Slater and Gordon's Birmingham office. I currently manage a caseload of 40-45 fast-track PI claims at Irwin Mitchell, handling everything from initial client meetings through to settlement negotiations, and I have negotiated settlements totalling over £180,000 across 12 cases in the past eight months. Slater and Gordon's volume of PI work and its investment in technology-led case management are what drew me to this role.

My day-to-day involves drafting letters of claim, witness statements, and schedule of loss documents, and I have passed two internal audits with zero deficiencies against SRA and Legal Aid Agency requirements. Before joining Irwin Mitchell, I worked at Thompsons Solicitors as a legal assistant in the industrial disease team, where I prepared bundles and disclosure documents for 25+ asbestos-related claims and managed court deadlines across a 9-month period without a single miss. I also led a case file digitisation project at Irwin Mitchell, scanning and indexing 120 legacy files and creating a tagging system that cut document retrieval from five minutes to under thirty seconds.

I hold an LLB from Birmingham City University, have passed the SQE1, and hold a CILEX Level 3 Certificate. I am working towards qualifying as a solicitor by 2028. I would welcome the chance to discuss how my caseload experience and attention to compliance could benefit the team.

Yours sincerely,

Jade Adeyemi