



## THIS IS A SAMPLE AWARD ENTRY TO HELP YOU FORMULATE YOUR ENTRY

### [Start with your background ]

I have been a paralegal since 2007 and worked initially with Brown and Co where I began as a legal secretary. After 3 years I undertook training with CLT to become a paralegal and was promoted to the post by my employers. I have dealt with thousands of cases over the years and have regularly received testimonials from my satisfied clients. My clients comment how much support I give them, how I keep them informed and that I always try and save costs whenever possible. I have attached examples of testimonials in my supporting evidence. My clients know that they are at the heart of what I do.

### [Add your targets and objectives]

My company has clear targets and objectives for me and I have achieved these by being detailed orientated and have a great ability to prioritise my work. Each year I am set XYZ targets and XYZ objectives. This year I exceeded these targets by XYZ.

### [Discuss how you work with colleagues]

I am a great team player (see a testimonial from one of my team in my supporting evidence). Being part of a team is very important as we all have a role to play in the success of a case.

I am able to multi task and spot potential issues before they become one. I have detailed a case illustrating how my actions created a positive outcome for a client in my supporting evidence.

### [Discuss how you perform your tasks and what you do daily]

I have great research skills and have added details of a case where this demonstrates how my work was invaluable to a client. I make great use of the technology available to me. I use excel spreadsheets, databases, e-filing, presentation software to support me in my role.

### [Share your achievements with outcomes]

My biggest achievement to date was xyz xyz . My assistance in helping and supporting on this made a real difference to the outcome and meant that the client was not only very happy but experience much less stress.

I love my work as a paralegal because it's great to work with such a variety of people and being able to help and support others. I also love the variety of the work I do day to day; no 2 days are ever the same.

The main reason I went into this work was to make a difference. I have a great eye for detail and spend a considerable amount of time drafting documents and ensuring they are correct.

I believe I have made a significant difference to my clients as I really care and always go the extra mile by calling them after a case has closed to ensure they are happy. I also do things which are over and above what a paralegal should do and this has included xyz over the years. A number of times I have done xyz . Clients have commented how this has made a real difference to their case.

This makes a real difference and often results in referrals which is great for the company. I also encourage satisfied clients to leave a testimonial on Google or Facebook or LinkedIn. I also know the work I have done for my company has increased their reputation and gained them more clients.

Once you have completed this section upload one document no more than 4 pages with supporting evidence. For example client/colleague testimonials, evidence of qualifications, client case study and anything else you feel is relevant and would strengthen your entry and impress the judges.