

# FALLON KESSLER

## PERSONAL DETAILS

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### Hartley & Moore Solicitors

Wallsall, WS1 3QO

Wallsall, 2 June 2026

Dear Ms Mitchell,

With six years of paralegal experience across commercial litigation and employment law, and a track record of managing 50+ active matters simultaneously, I am excited to bring my case preparation expertise and legal knowledge to the Senior Paralegal position at Hartley & Moore Solicitors.

At Greystone Legal, I work closely with senior solicitors across the full lifecycle of litigation matters. This involves drafting witness statements, preparing court bundles, conducting detailed legal research, and managing client correspondence to strict court deadlines. I take pride in maintaining accuracy and attention to detail across every matter, however complex or high volume. Most recently, I led a file management review that reduced document retrieval time by 35%, improving efficiency across the wider department and demonstrating my commitment to continuous improvement beyond my immediate caseload responsibilities.

Before this, I built my foundation at Clarke & Partners as a Junior Paralegal, where I developed strong client-facing communication skills and broad exposure to civil procedure rules across a range of matter types. My LLB (Hons) provided the technical and analytical grounding to handle complex legal work with precision and confidence. My progression from junior to senior roles reflects both my dedication to the profession and my ability to take on increasing responsibility within a busy legal environment.

Hartley & Moore's reputation for handling high-value commercial disputes and genuine commitment to developing legal talent within the firm is what draws me to this opportunity. I am confident that my experience managing complex caseloads, combined with my analytical approach and attention to detail, makes me well-placed to support your solicitors and contribute meaningfully from day one.

Thank you for considering my application. I would welcome the opportunity to discuss how my skills and experience align with your requirements and am available for an interview at your convenience.

Yours sincerely,

Fallon Kessler