

5 October 2026

Mr Jonathan Reeve
Partner, Real Estate
Calder Reeve Solicitors
3 St Peter's Square
Manchester M2 3DE

Dear Mr Reeve

Application for Senior Paralegal, Real Estate (ref. CR/RE/26)

I am applying for the Senior Paralegal post in your real estate team. I have three years' experience in a commercial property and dispute resolution team at Irwell & Booth LLP, and I hold a 2:1 in Law.

I support a caseload of about 40 commercial property files, drafting leases, licences to assign and reports on title for partner review. I also prepare court bundles and disclosure lists for our dispute resolution team, so I am used to working to court deadlines as well as completion dates.

I attend client meetings, take notes and keep clients updated by phone and email, and I run conflict checks and keep client data in line with the firm's confidentiality and data protection policies. Your team's work for housing associations and charities is the property work I most want to do.

I am studying for SQE1 in January 2027 and have two years of qualifying work experience confirmed. My CV is attached. Thank you for considering my application.

Yours sincerely

Sana Malik