

LEWIS BENTON

ADMINISTRATIVE ASSISTANT

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To The Hiring Team at Prime Consulting,

I am excited to apply for the administrative assistant position at Prime Consulting. Although I do not have traditional administrative assistant experience, my extensive experience as a legal assistant has enabled me to develop skills that are transferable to this role.

In my previous role as a legal assistant at Johnson Law Firm, I managed a variety of administrative tasks, including document preparation, drafting correspondence, and managing legal filings. Through my strong attention to detail and organization skills, I was able to increase the accuracy of legal filings by 25% and reduce the number of missed deadlines by 50%.

As a legal assistant, I have developed excellent communication skills and have experience managing interactions with clients, opposing counsel, and court personnel. My experience in managing multiple calendars, scheduling appointments, and coordinating travel arrangements has enabled me to develop strong time management and multitasking skills, which I believe would be valuable in an administrative assistant role.

Moreover, I have experience managing complex projects and coordinating with multiple stakeholders. For example, I was the lead assistant in a high-profile case that required the coordination of multiple expert witnesses and their testimony. Through my strong project management skills, I was able to ensure that all deadlines were met, and the case was won with a favorable outcome for the client.

As a legal assistant, I have also developed proficiency in various software programs and tools, including Microsoft Office Suite and document management software such as iManage and NetDocuments. I am confident that these skills, combined with my ability to learn quickly, would enable me to quickly adapt to any software or tools used at Prime Consulting.

Although my background is in legal support, I am excited about the opportunity to transition to an administrative assistant role at Prime Consulting. I believe that my transferable skills, including communication, organization, time management, and project management, make me a strong candidate for this role.

Thank you for considering my application. I look forward to discussing my qualifications further and learning more about how I can contribute to Prime Consulting.

Respectfully,

Lewis Benton