

February 18, 2011

Lincoln Legal Professionals Association
1201 Lincoln Mall, Ste. 102
Lincoln, NE 68508

RE: Nomination for 2011 Lincoln Legal Professional of the Year

To Whom it May Concern:

It is with great pleasure that I nominate the Legal Executive Assistant with whom I work to be selected as the 2011 Lincoln Legal Professional of the Year. Since she started with our law firm in 2004, she has been assigned to work exclusively with me to address the needs of our clients. I am admittedly not the easiest person to work with, and the fact that she has survived working this long demonstrates that she is very deserving of this award.

She is extremely bright and well educated, with a paralegal degree and a bachelor's degree in criminal justice. Her dream of attending law school has been interrupted (only temporarily, I hope) to raise her own children as a single mother as well as having legal custody of her two young grandchildren. Her analytical acumen and work ethic have proven to be invaluable, as I have grown to depend upon her greatly in making certain that client needs are addressed and important deadlines are met. She has willingly accepted more and more responsibility each year, and has become the primary interface for many of our clients. Why else would holiday cards arrive jointly addressed to the two of us? Sometimes people ask which assistant works "for" me, and I promptly correct them to say that she works "with" me. Simply put, we are a two-person team that has been successful thanks to her intelligence, creativity and work ethic.

My professional, community and personal schedules are jam-packed and require much juggling to get everything in. Because she is so good at what she does, I have entrusted her to manage my schedules, and she does so adeptly, knowing what activities are truly critical and those that can be put off for another day.

Admittedly, there are times when I don't fully appreciate how valuable she is. But then something always happens to remind me of how important she is. It may be that I need an important task completed in a short amount of time with little direction and she gets it done (working evenings and weekends if necessary), or I hear other professionals in other offices complain about the inadequacies of their assistants, or I observe others assistants in our firm asking her to teach them computer skills. Then the bell rings and I think, "Wow am I lucky. Think how much more stressful my life would be without her."

I fully appreciate all that she does for me, our firm and our clients, and she is truly deserving of this award.