

Our Ref: GJ:GJA001

Your Ref:

17 September 2025

To Whom it May Concern

Dear Sir or Madam,

CANDIDATE: CLEO BOARDMAN

GJALAW Pty Ltd t/as Grahame Jackson & Associates Attorneys at Law

Cleo is employed as a paralegal within the firm since 24 July 2024.

Cleo is a very bright and engaging empathetic young woman who exudes confidence and maturity well beyond her years.

Her intelligence and resourcefulness is always supported by her ability to assess situations and needs and focus on the required task at hand, which makes working with her as a colleague a genuine pleasure.

Cleo is very dedicated to whatever task has been assigned and always manages and prioritises tasks to ensure outcomes are well researched and accurate and have been delivered on time.

Her journalistic skills are extremely valuable in our workplace and I believe grounds her confidence in dealing with not only clients, but enquiries from members of the public. Her personality is warm, vibrant and inquisitive and makes you feel charmed and fortunate to be engaging with her.

I believe her professionalism, genuineness and well-rounded character make her an asset for any organisation she works with, including any leadership role she may be applying for.

Yours faithfully,



GJALAW Pty Limited
Per: Grahame Jackson