

Sample Student

Palatine, IL 60067

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PARALEGAL

Experience preparing legal documents and completing administrative tasks. Excellent research, verbal and written communication, and analytical skills. Ability to handle multiple projects in a fast-paced environment, while maintaining strict confidentiality. Strong computer skills and familiarity with technology used in the legal field. Fluent in Spanish and English.

EDUCATION

Harper College, Palatine, IL

Associate in Applied Science - Legal Studies

May 20xx

RELEVANT COURSEWORK

Legal Research and Writing

Litigation

Ethics, Legal Writing, and the Law Office

Tort Law

Family Law

Corporate and Securities Law

Law Office Technology

Contract Law

Bankruptcy Law

Technical and Report Writing

Real Property Law

The Law of Business Organization

SKILLS

LEXIS, Westlaw

E-Filing (Electronic Court Filing)

Clio Law Office Management System

Microsoft Office Word, Excel, PowerPoint, and Access

Fluent in Spanish and English

INTERNSHIP EXPERIENCE

Duane St. Pierre, Palatine, IL

February 20xx to May 20xx

- Assisted legal counsel in preparing pleadings and correspondence including petitions, motions, orders, discovery requests and responses, financial affidavits, and child support guidelines
- Interviewed clients for case intake and prepared summary reports for attorneys
- Performed general office duties that included mail, filing, telephones, data entry, copying, appointment scheduling, reservations, and travel arrangements
- Maintained departmental record systems, files, and paperwork through E-Filing
- Researched, tracked, and compiled statistical and written reports, spreadsheets, and correspondence

PROFESSIONAL EXPERIENCE

National-Louis University, Chicago, IL

September 20xx to Present

Reference Librarian

- Assist students with research using print and electronic resources including subscription databases
- Instruct students on how to use library's research tools and information resources
- Create electronic subject guides for library's links to Internet resources and research handouts for students

VOLUNTEER EXPERIENCE

CASA of Lake County, Vernon Hills, IL

July 20xx to Present

Volunteer Advocate

- Visit and observe children and significant others' behaviors and record findings
- Prepare written reports of findings for court hearings
- Attend court hearings, school, and interagency meetings

MEMBERSHIP

Illinois Paralegal Association, Associate

May 20xx to Present