**SAMPLE STUDENT**

Palatine, IL 60067

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**PROFILE**

**Paralegal** with experience in management, data analysis, research, client relations, and collaboration. Excellent written and verbal communication skills. Ability to handle multiple projects while meeting strict deadlines in a fast-paced environment. Proficient in the use of standard research tools including Lexis and Westlaw as well as Microsoft Office applications.

**PROFESSIONAL EXPERIENCE**

**Baylor, Smith & Associates**, Chicago, IL June 20xx to Present

Paralegal

* Provide administrative support for civil litigation firm’s activities including drafting legal memoranda and client correspondences
* Gather and analyze research data such as statutes, decisions and legal codes, articles and documents and organize exhibits for trial
* Investigate facts and laws of cases and search sources such as public records to prepare cases
* Communicate and follow-through with outside agencies and lawyers
* Supervise and train secretarial staff and student interns
* Assist with scheduling and client meetings, prepare billings for clients, maintain attorneys’ calendars and coordinate law office activities including delivery of subpoenas

**The Legal Aid Society of Metropolitan Chicago**, Chicago, IL February 20xx to May 20xx

Paralegal Intern

* Interviewed clients for case intake and assisted with drafting complaints
* Prepared pleadings and discovery requests and responses
* Conducted legal research on actual cases
* Presented cases at Case Acceptance meetings
* Filed pleadings with court clerk under supervision of paralegal supervisor

**SKILLS**

LEXIS, Westlaw

E-Filing (Electronic Court Filing)

Clio Law Office Management System

Microsoft Office Word, Excel, PowerPoint and Access

**PROFESSIONAL AFFILIATIONS**

American Alliance of Paralegals

Illinois Paralegal Association

**EDUCATION**

Harper College, Palatine, IL

Associates in Applied Science – Paralegal Studies Degree May 20xx