

Sample Student

Palatine, IL 60067

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PARALEGAL

Excellent research, verbal and written communication, and analytical skills. Experience preparing legal documents and completing administrative tasks. 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.

EDUCATION

Harper College, Palatine, IL

Associate in Applied Science - Legal Studies

May 20xx

RELEVANT COURSEWORK

Legal Research and Writing

Tort Law

Law Office Technology

Technical and Report Writing

Litigation

Family Law

Contract Law

Real Property Law

Ethics, Legal Writing, and the Law Office

Corporate and Securities Law

Bankruptcy 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 including mail, filing, telephones, data entry, copying, appointment scheduling, reservations, and travel arrangements
- Maintained departmental record systems, files, and paperwork
- 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 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