

Sample Student
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PARALEGAL

EDUCATION

Harper College, Palatine, IL
Paralegal Studies Certificate

Anticipated Completion May 20xx

Relevant Coursework

Fundamentals of Legal Research
Family Law

Corporate and Securities Law
Real Property Law

Contract Law
Community Law

Roosevelt University, Schaumburg, IL
Bachelor of Science, Psychology

May 20xx

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

EXPERIENCE

Duane St. Pierre, Palatine, IL

June 20xx to Present

Paralegal Intern

- Assist legal counsel in preparing pleadings and correspondence including petitions, motions, orders, discovery requests and responses, financial affidavits and child support guidelines
- Interview clients for case intake and prepare summary reports for attorneys
- Perform general office duties including mail, filing, telephones, data entry, copying, appointment scheduling, reservations and travel arrangements
- Maintain departmental record systems, files and paperwork
- Research, track and compile statistical and written reports, spreadsheets and correspondence

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, Student Member

October 20xx to Present