

## SAMPLE STUDENT

Palatine, IL 60067

847.555.1212

[samplestudent@gmail.com](mailto:samplestudent@gmail.com)

[www.linkedin.com/in/samplestudent](http://www.linkedin.com/in/samplestudent)

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## PARALEGAL

### EDUCATION

Harper College, Palatine, IL  
Paralegal Studies Certificate

Expected May 20xx

### Relevant Coursework

Fundamentals of Legal Research  
Family Law  
Tort and Insurance Law

Corporate and Securities Law  
Real Property Law  
Litigation

Contract Law  
Community Law  
Bankruptcy Law

DePaul University, Chicago, IL  
Bachelor of Science, History

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

Harper College, Palatine, IL

June 20xx to Present

#### Today's Law Office Course (Virtual Law Office)

- Participate in processes of medium-sized law firm with emphasis on litigation and contract work
- Perform legal analysis to solve clients' problems
- Create client letters, motions, memorandums, briefs and deposition summaries
- Research and utilize information from case law, statutes, news sources, administrative law and public records

Law Firm of Karm and Johnson, Arlington Heights, IL

Sept 20xx to Present

#### Administrative Assistant

- Answer phones, greet clients and schedule appointments
- Type documents, prepare correspondence and copy and scan e-file legal documents
- Maintain online court calendar
- Input case data into Excel spreadsheets
- Organize and maintain legal files

### 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

Oct 20xx to Present