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Contact

Albany, NY

(716) 555-0100

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www.interestingsite.com

Profile

Organized, dedicated, and ambitious budding professional with excellent attention to detail, and thirst for learning. Interested in working closely with experienced attorneys and contribute to the success of a dynamic law firm. Offering a degree in paralegal studies and over four years of work experience in legal support and legal research, seeking an entry-level paralegal position at a mid-sized law firm.

Experience

September 20XX –
present

Paralegal Intern, *Mitchell, Morris, Ward, & Cook*

Support senior paralegals with legal research and document management in preparation for civil and criminal trials. Schedule and conduct client, witness, and attorney interviews in preparation for depositions and trial. Administrative support, including database and file management, answering phones and general office duties.

June 20XX – September
20XX

Legal Secretary, *Mitchell, Morris, Ward, & Cook*

Legal document preparation and management. Administrative and scheduling for senior partners. Coordinated conferences and meetings between attorneys and attorneys and current and prospective clients. Maintained firm's master calendar.

Education

June 20XX

Bellows College

Bachelor of Science in Paralegal Studies
Certified Registered Paralegal

June 20XX

Bellows College

Associate in Arts in Paralegal Studies

Key skills and characteristics

- Critical thinking
- Handling pressure
- Leadership
- Problem Solving
- Microsoft Office Suite
- 90 wpm typing speed
- Adaptability