

Name

Title

State your career goals and show how they align with the job description you're targeting. Be brief and keep it from sounding generic. Be yourself.

Experience

20XX - Current

Paralegal *The Phone Company*

Summarize your key responsibilities and accomplishments. Where appropriate, use the language and words you find in the specific job description. Be concise, targeting 3-5 key areas.

20XX – 20XX

Paralegal *Trey Research*

Summarize your key responsibilities and accomplishments. Here again, take any opportunity to use words you find in the job description. Be brief.

20XX – 20XX

Paralegal *Adatum Corporation*

Summarize your key responsibilities and accomplishments. Where appropriate, use the language and words you find in the job description. Be concise, targeting 3-5 key areas.

Education

20XX – 20XX

A.A. Paralegal Studies

Jasper University

Skills

- Creativity
- Leadership
- Organization
- Problem solving
- Teamwork

Contact

4567 Main Street
City, State 98052
(718) 555-0100
robin@example.com