

First Last Name

Address Line

City, State ZIP

Phone: (xxx) xxx-xxxx

Email: email@example.com

Objective

[Insert a brief, professional summary or objective tailored to a paralegal role.]

Education

Degree or Certificate Name

School Name, City, State | Year

Relevant Coursework: [List, if applicable]

Professional Experience

Job Title

Firm/Company Name, City, State | Dates

- [Describe your responsibilities or accomplishments.]
- [Describe your responsibilities or accomplishments.]

Job Title

Firm/Company Name, City, State | Dates

- [Describe your responsibilities or accomplishments.]
- [Describe your responsibilities or accomplishments.]

Skills

- [Legal research tools]
- [Document drafting/Preparation]
- [Case management]
- [Other relevant skills]

Certifications

[Certification Name], [Institution] | Year

Professional Affiliations

[Organization Name], [Role/Title]