

PARALEGAL – EXAMPLE 1

(NAME)

(Street address, City, State Zip Code) ♦ (Main Contact Number) ♦ (Email Address)

EDUCATION & QUALIFICATIONS

LL.B. Law Degree (*with Honors*) 2005 – JD equivalent, GPA 3.5

University of Westminster, School of Law,
London, UK

Activities included:

- Moot Court and Student Member of The Honorable Society of Gray's Inn

Pre-Law/Law Foundation 2002, GPA 3.0

Holborn College,
London, UK

Activities included:

- Moot Court and Student Government

EXPERIENCE

October 2005 – April 2007

(Company Name),
Washington, DC

Law Extern/Paralegal

(Company Name) is a Legal & Engineering Consultancy Firm representing Television and Radio Stations before the FCC and assists them with other business related legal needs.

Duties included:

Prepared and filed numerous applications with the FCC and prepared memoranda on FCC compliance for business clients. Performed legal research, document reviews, and prepared and file civil suits in the Superior Court of the District of Columbia. Drafted numerous pleadings, motions, memoranda, releases, retainer letters, demand letters, and briefs. Assisted with trial preparation and discovery. Attended court with the Senior Attorney and obtained experience in Litigation, Business, and Administrative Law.

June 2004 - September 2004

(Company Name, *in this example same as above),
Washington, DC

Summer Law Intern (Received offer)

Duties included:

Research and analysis, drafting memoranda, and preparing and filing civil suits in the Superior Court of the District of Columbia. Performed document reviews and productions.

December 2003 – October 2005

(Company Name),
London, UK

Executive Assistant, part-time

(Company Name) Organization is a global hotel sales and marketing company.

Duties included:

Worked closely with Director, media and events team on meeting and incentives projects throughout Europe, North America and the Middle East. Drafted, proofread and edited reports, correspondence, and other official documents.

September 2002 - December 2003

(Company Name),
London, UK

Law Clerk, part-time

(Company Name) is one of London's leading firms in Corporate, Criminal and Family Law.

Duties included:

Performed legal research, attended trial at the Central Criminal Court, and various Custody and Divorce Hearings Family Courts in the Greater London area with Solicitors and Barristers. Prepared reports on judicial decisions, attended Barristers' conferences with prisoners in cell, attended conference in Barrister's chambers with other Defendants, assisted with trial preparation, and obtained experience in Criminal and Family Law.

June 2000 - September 2001

(Company Name),
Kingston, JA

Executive Assistant

Duties included:

Worked closely with Director and Deputy Director in handling sensitive information for US government economic growth projects. Managed office, arranged security briefings, organized official meetings, proofread and edited reports, correspondence, and other official documents. Liaison with legal department, controllers, and the regional security office.

1998 - 2000

(Company Name),
Kingston, JA

Legal Assistant

Duties included:

Conducted legal research, proofread and edited various pleadings and legal memoranda. Regulate interaction with clients and insurance companies, performed document reviews and productions. Obtained experience in Insurance Claims and Personal Injury Litigation.

SPECIAL SKILLS & ATTRIBUTES

Very knowledgeable in Word, Excel, PowerPoint, site checking and discovery. Strong analytical, research, writing and drafting skills. Effective oral and written communicator, detail oriented, highly organized, and capable of multitasking. A team player, exceptionally good people skills, very well presented, with international exposure.

REFERENCES

Available upon request.