

**INSTITUTE FOR PARALEGAL STUDIES  
LOYOLA UNIVERSITY CHICAGO**

**PARALEGAL RESUMES**

(Revised 3/06)

**General  
Considerations**

Chronological preferred by employers; skills type occasionally appropriate.  
Two pages acceptable (never longer) if single page would require <12 pt type (11 pt acceptable in some type faces).  
Repeat your name at top of second page.  
Adjust spacing to avoid splitting entry over two pages.  
Experiment with different designs; don't rely on templates.  
Use bullets, never asterisks or hyphens, for listings.  
Table/column format useful for alignment.  
Common errors: size of typeface, overuse of italics, odd spacing, typographical and grammatical errors, overuse of abbreviations, inconsistency in format and/or content.

**Suggested Format**  
(see attached examples  
of each section)

Name block.  
Objective (optional but strongly recommended).  
Education.  
Internship (optional).  
Employment/Experience (can be divided into Legal and Other).  
Computer Skills.  
Special Skills (optional).  
Community Activities (optional).  
Professional Memberships (optional).  
Military Service (optional).  
Interests (optional).  
References line (i.e., availability, not names).

**Name Block**

Prominent (always boldface, larger type size, name all caps?).  
Never labeled.  
Use full name, no nicknames.  
Limited use of abbreviations.  
Reachable phone numbers (area code essential); list preferred number first.  
E-mail address if you wish, but choose professional-sounding designation (check mailbox regularly).

**Objective**  
(optional but strongly  
recommended)

Especially useful for "cold" mailings and for second jobs.  
Can be labeled or unlabeled.  
Focus on distinctive qualifications (specific experience, foreign language, computer skills).  
Consider variety for responses to different types of jobs.

## **Education**

Always labeled.

Precedes Employment section if seeking first job in field, eventually moved to later position.

Reverse chronological order (i.e., paralegal certificate first).

Essentials: school name (Loyola University Chicago), city/state, degree/certificate (honors if applicable), year received or expected, major, concentration (only the official ones and only if all courses will be completed) or key courses.

Optional: GPA (if 3.0 or higher and if fairly recent), minor.

Re paralegal studies: American Bar Association-approved (not accredited) post-baccalaureate program, Certificate in Paralegal Studies (with honors if GPA over 3.5), area of concentration, courses/coursework, GPA if 3.0 or higher.

Do NOT use "certified paralegal."

Correct form is "Bachelor of Science" or "Associate of Arts"; not possessive form in this context.

May omit summer or occasional courses elsewhere.

Honor society: LEX (Lambda Epsilon Chi) National Honor Society for Paralegals/Legal Assistants, inducted 2005. [date optional]

## **Internship** (optional)

Separate section or included w/Education or Experience.

Essentials: firm/company name, city/state, months or semester, duties/accomplishments.

If using title, must include "intern."

## **Employment** (Experience, Work Experience, Legal Experience)

Always labeled.

Reverse chronological order, back to year of college graduation or at least 10 years (if recent college graduate, include earlier jobs).

Essentials: employer name, city/state (not address or phone), dates of employment, job title, job duties/accomplishments.

Omit salaries, supervisors' names, reasons for leaving, typing skills, and status (i.e., part-time, temporary, volunteer -- but do indicate intern status).

Consider separate sections if appropriate (e.g., for second paralegal job): Legal (or Paralegal) Experience, Other Work Experience.

List of job responsibilities usually more effective in list form (use bullets, not asterisks or hyphens) than in long paragraph.

Use active verbs; be consistent in use of tense (ie, present tense for current job, past tense for former jobs).

Avoid: "responsibilities included..." and use of "I."

List responsibilities in order that shows transferrable skills first.

## **Computer Skills**

Essential section; move to earlier position if especially strong.

List software programs rather than hardware.

Include Internet experience if proficient.

<b>Special Skills</b> (optional)	Foreign languages, medical or library background, etc.
<b>Community Activities</b> (optional)	Choose carefully; consider impression on reader. Include leadership roles. Consider including volunteer work in Experience section.
<b>Professional Memberships</b> (optional)	No need for dates except for leadership roles. List paralegal and legal associations first.
<b>Interests</b> (optional)	Interview ice-breakers. Choose carefully; consider impression on reader.
<b>Military Service</b> (optional)	Omit overly technical titles and job descriptions. May be included in Experience section.
<b>Reference Line</b>	Omit names on resume. Consider offer of writing sample too (e.g., research memo, incorporation papers, real estate sales contract & closing statement, deposition abstract). See attached example of <u>separate</u> List of References.
<b>NOT INCLUDED:</b>	Personal information, e.g., age, race, religion, marital status, children, health.

## LIST OF REFERENCES

### **Appearance**

Separate page.  
Your name at top.  
Do not send with resume, but offer at time of interview.

### **Choice**

Always obtain permission first.  
Choose carefully.  
At least two, preferably three.  
One academic if recent grad.  
Preferably local, but out-of-state name acceptable.

### **Essentials**

Name, title and/or connection, affiliation, full work address (e-mail if reference permits), work phone number (or home if reference prefers), hours available (if restricted)

## REFERENCES FOR JANE M. DOE

Joseph M. Smith  
Internship Supervisor

Paralegal Manager  
Sidley & MacKenzie  
Four First National Plaza  
Chicago, IL 60601  
312/555-1212

Jean Hellman Ryan  
Advisor

Director & Assistant Professor  
Institute for Paralegal Studies  
Loyola University Chicago  
820 N. Michigan Avenue #610  
Chicago, IL 60611  
312/915-6820

Margaret J. Miller  
Supervisor

Office Manager  
Accounting Department  
R. J. Widgets, Inc.  
4567 W. Eighth Street  
Skokie, IL 60077  
708/555-3333 (before 3 p.m.)

**RESUME: OBJECTIVES SECTION (OPTIONAL)**

- OBJECTIVE            A challenging position as a litigation paralegal in a law firm or corporation.
- OBJECTIVE            An entry-level position as a corporate or real estate paralegal that will enable me to use my academic knowledge and strong communication skills.
- OBJECTIVE            A civil litigation paralegal position that will utilize my academic training and internship experience.
- OBJECTIVE            A challenging paralegal position in immigration or litigation that will utilize my Spanish language skills.
- CAREER  
OBJECTIVE            A challenging litigation paralegal position that will utilize my knowledge of computer database systems.
- PROFESSIONAL  
OBJECTIVE            A responsible paralegal position that will enable me to use my extensive law office experience.

**RESUME: NAME BLOCK**

Name boldface and in caps and  
small caps, larger than address

**PAT L. PARALEGAL**  
1234 North Sheridan Road  
Chicago, IL 12345  
(312) 123-1234  
plparalegal@yahoo.com

All boldface, and name in all  
caps

**PAT L. PARALEGAL**  
**1234 North Sheridan Road**  
**Chicago, IL 12345**  
**(312) 123-1234**  
**plparalegal@yahoo.com**

Name boldface and in caps

**PAT L. PARALEGAL**  
1234 North Sheridan Road  
Chicago, IL 12345  
Home (312)123-1234 Cell (312)123-1234  
plparalegal@yahoo.com

Name in titlecase and larger than  
contact information.

**Pat L. Paralegal**  
1234 North Sheridan Road  
Chicago, IL 12345  
Home (312)123-1234 Cell (312)123-1234  
plparalegal@yahoo.com

## RESUME: EDUCATION AND INTERNSHIP SECTIONS

**N.B.** You are not a certified paralegal unless you have passed the NALA certification exam. Many employers mistakenly use this term for certificated paralegals, i.e., paralegals like yourselves who have certificates. Instead, indicate that you have a certificate (use same format as for your bachelor's degree).

Example of pre-graduation description (useful for internship applicants):

**EDUCATION**      INSTITUTE FOR PARALEGAL STUDIES  
LOYOLA UNIVERSITY CHICAGO  
Certificate in Paralegal Studies, expected December 2005  
American Bar Association-approved post-baccalaureate program  
Concentration: Civil Litigation  
Courses Completed: Civil Litigation I & II, Basic Business Organizations  
and Contracts, Legal Research and Writing I & II, Torts, Law Office  
Computer Applications, Legal Ethics  
Courses in Progress: Civil Litigation III, Legal Research & Writing III  
Current Grade Point Average: 3.25/4.0 scale

UNIVERSITY OF WISCONSIN, MADISON  
Bachelor of Arts, *cum laude*, 2001  
Major: Political Science  
Minor: Spanish  
Grade Point Average: 3.4/4.0 scale

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**EDUCATION**      INSTITUTE FOR PARALEGAL STUDIES  
LOYOLA UNIVERSITY CHICAGO  
Certificate in Paralegal Studies, expected May 2006  
American Bar Association-approved post-baccalaureate program  
Concentrations: Real Estate and Corporations  
Courses Completed: Real Estate Transactions I, Basic Business  
Organizations and Contracts, Commercial Transactions I (UCC  
Articles 2 & 2A), Legal Research and Writing I & II  
Courses in Progress: Real Estate Transactions II, Advanced Business  
Organizations, Commercial Transactions II (UCC Article 9 and  
Bankruptcy), Legal Research and Writing III, Legal Ethics

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Example of postgraduation listing:

**EDUCATION** Institute for Paralegal Studies  
Loyola University Chicago  
Certificate in Paralegal Studies, with Honors, December 2005  
American Bar Association-approved program  
Concentration: Corporations  
Courses: Basic Business Organizations & Contracts, Advanced Business Organizations, Commercial Transactions I & II (Articles 2, 2A, & 9, and Bankruptcy), Securities Regulation I & II, Legal Research and Writing I-III.  
Grade Point Average: 3.6/4.0 scale

University of Illinois, Champaign-Urbana  
Bachelor of Science, 2003  
Major: Criminal Justice  
Grade Point Average: 3.8/5.0 scale

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Examples of education with internship description:

**EDUCATION** INSTITUTE FOR PARALEGAL STUDIES  
LOYOLA UNIVERSITY CHICAGO  
Certificate in Paralegal Studies, August 2006  
American Bar Association Approved Post-baccalaureate Program  
Concentration: Real Estate  
Courses: Real Estate Transactions I & II, Basic Business Organizations & Contracts, Advanced Business Organizations, Legal Research & Writing I-III, Legal Ethics  
GPA: 3.3

MARQUETTE UNIVERSITY, Milwaukee  
Bachelor of Arts in English, 2004

**INTERNSHIP** HOLSTEIN, MACK & KLEIN, Chicago  
Summer 2005

- Drafted real estate closing documents
- Prepared closing statements and document binders
- Ordered title commitments and surveys
- Assisted attorneys at closings

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Another internship example (especially good for non-legal undergrad internships)

**EDUCATION**

INSTITUTE FOR PARALEGAL STUDIES

LOYOLA UNIVERSITY CHICAGO

Certificate in Paralegal Studies, August 2006

American Bar Association Approved Post-baccalaureate Program

Concentration: Real Estate

Courses: Real Estate Transactions I & II, Basic Business Organizations & Contracts, Advanced Business Organizations, Legal Research & Writing I-III, Legal Ethics

GPA: 3.3

Internship: Holstein, Mack & Klein, Chicago, Summer 2005

Drafted real estate closing documents; prepared closing statements and document binders; ordered title commitments and surveys; assisted attorney at closings.

MARQUETTE UNIVERSITY, Milwaukee

Bachelor of Arts in English, 2004

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Example of Page 2 set-up:

**Leslie A. Brown**  
**Resume**

**Page 2**

## RESUME: EMPLOYMENT SECTION

### EMPLOYMENT

1994-present

MILLER, FOREST AND DOWNING, LTD.  
Glenview, Illinois

*Paralegal/Law Clerk, 1998-present*

- Drafted mortgage foreclosure documentation
- Initiated and monitored collection proceedings
- Performed legal research on LEXIS
- Supervised firm's docketing system and law library
- Filed court pleadings and set up motions
- Trained firm's secretaries on word processing system
- Advised firm on purchase of computer hardware and software

*Legal Secretary, 1994-1998*

- Supervised corporate records system
- Prepared corporate clients' annual and special reports
- Prepared documents for commercial transactions, litigation proceedings, probate and estate planning, and residential and commercial real estate closings
- Managed office accounts

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Examples of non-legal employment descriptions:

### WORK EXPERIENCE

HARRIS BANK, WINNETKA  
Supervising Teller/Branch Manager, 1999-2003

- Supervised and trained tellers
- Audited main safe and teller drawers
- Balanced accounts of daily transactions
- Opened and closed facility

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### OTHER EXPERIENCE

Eireman & Johns Advertising, Inc.      1997-2001  
Houston, Texas

Media Buyer

- Planned, negotiated, and purchased national television, radio, and print advertising for corporate clients
- Presented media recommendations to regional customers

Example of separate legal and non-legal sections:

**PARALEGAL  
EXPERIENCE**

**Pickell & Mueller, Ltd., Chicago**

*Paralegal, 1995-present*

- Conduct document reviews for complex litigation
- Prepare and respond to discovery pleadings, including interrogatories, requests to admit facts, and document productions.
- Design and maintain discovery databases using DOCU-FIND litigation support software
- Prepare deposition abstracts using Concordance

**Flash & Paulsen, P.C., Chicago**

*Paralegal Intern, January – May 1995*

- Reviewed and summarized 20,000 documents using Summation.
- Summarized deposition transcripts.
- Indexed exhibits for depositions.

**OTHER WORK  
EXPERIENCE**

**St. Michael's Hospital, Garden Park, Illinois**

*Secretary, Department of Neurology, 1993-95*

- Maintained file system for hospital department of thirty physicians and support staff
- Transcribed physicians' orders to patient files
- Coordinated department operations with hospital records

**RESUME: COMPUTER SKILLS**

**COMPUTER SKILLS**

Proficient in Windows, Microsoft Word, WordPerfect, and Internet research

Limited experience with Microsoft Access and Excel

Extensive experience with computer database and spreadsheet programs (Access, Lotus Notes, Excel)

WordPerfect, TimeSlips, Summation, Westlaw, LEXIS/NEXIS

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**RESUME: OPTIONAL SECTIONS**

**COMMUNITY ACTIVITIES**

Volunteer, Chicago Literacy Foundation

**SPECIAL SKILLS**

Fluent in spoken and written Spanish

Proficient in American Sign Language

**INTERESTS**

Nature photography, competitive backgammon, cross-county skiing

**PROFESSIONAL MEMBERSHIPS**

Illinois Paralegal Association, National Federation of Paralegal Associations, National Notary Association