Paralegal Resume Sample

Your Full Name

Sender’s Mailing Address

Sender’s Phone Numbers

Sender’s Email Address

**Professional Summary**

* A highly organized efficient and motivated team player who is keen to progress in the legal field.
* Able to deliver an excellent service to clients and exceed their expectations by having a keen eye for detail and proactive attitude towards every case.
* Possessing strong business judgment and the ability to bring tasks to completion in a timely manner.
* Result driven and easily able to manage every client’s expectation by being diplomatic, tactful and always on the lookout for new ideas and solutions.

**Core competencies**

* Oral communication skills.
* Writing skills
* Organization and planning skills.
* Research, analytical and problem-solving skills.
* Information collection and management
* Attention to detail
* Decision-making and judgment
* Initiative
* Confidentiality
* Team work
* Stress tolerances

**Experience**

Name of organization May 2010 to be present

Senior paralegal

* Serve as paralegal to managing partner in busy litigation practice.
* Handle heavy case load and assist with all aspects of the litigation lifecycle from inception through appeal.
* Draft legal documents including pleadings, interrogatories, jury instructions, voir dire, affidavits, subpoenas and memoranda of law.
* Assist with trial preparations, manage trial, prepare trial notebooks, perform jury search, and communicate with experts and fact witnesses.
* Train paralegals on case management software.

**Education**

West Virginia University, Morgantown, WV

Bachelor of Arts, Paralegal studies, (year)