

Sample Resume:

William Eric

Certified Paralegal, CP®

City, State | 111-111-1111 | williamerictest@gmail.com | linkedin.com/in/williamerictest

OBJECTIVE

Certified paralegal and Army veteran looking for employment in a law firm. Organized multi-tasker with a strong work ethic. Ability to meet deadlines and communicate effectively.

EDUCATION

Blackstone Career Institute Nov. 2023-May 2024
Legal Assistant/Paralegal Program Certificate, with Distinction

NCO Academy July 2019-Aug. 2019
Basic Leader Course

RELATED EXPERIENCE

ABC Law Firm, City, State June 2024-Aug. 2024
Intern

- Scheduled 10+ client and prospect meetings weekly, utilizing online software such as Google Calendar, Zoom, and Microsoft Teams for organization and communication
- Handled an influx of client phone calls and email inquiries daily, while completing existing tasks
- Managed and consistently update 4 separate attorney calendars to ensure optimal organization
- Organized legal documents under the supervision of an attorney

ADDITIONAL EXPERIENCE

US Army, Army Base, State/Country Feb. 2020-May 2024
Team Leader

- Led a team of 10 subordinates and fostered a positive morale, leading to a 15% increase in retention rate
- Trained 400+ new recruits over time
- Managed a tight schedule of responsibilities, balancing a variety of tasks to accomplish desired outcomes

US Army, Army Base, State/Country Jan. 2018-June 2019
Military Personnel

- Processed paperwork to assist over 500+ military service members, including faxing, scanning, and filing
- Organized documents on a weekly basis to promote greater efficiency
- Handled confidential military information with care

ACCOMPLISHMENTS

- NALA Certified Paralegal (CP®)
- Ranked E-6 and given various military awards for leadership and dedication

SKILLS

Computer skills: Lexis+®, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Teams, Zoom, Google Cloud, Google Calendar

