

John Doe
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Objective **A multifunctional paralegal position at a small to mid-sized general practice law firm.**

Education **Paralegal Studies Certificate** 2008
Anytown Community College, Anytown, MA
Related course work: Business law, litigation, legal research & writing, probate & estate law, real estate law, and legal ethics.

Experience **Litigation**

- Drafted settlement packages for presentation to personal injury and worker's compensation insurance companies.
- Drafted complaints, answers, and requests for production of documents for filing with the Court.
- Prepared and filed responses to requests for production of documents.
- Telephone contact with court and opposing counsel regarding hearing dates and response deadlines.

Probate

- Prepared first draft of client wills, trusts, and Powers of Attorney.
- Filed Estate Inventories and Applications for Letters of Administration with the Court.

Client Communication

- Answered general inquiries and took complaints on consumer hotline.
- Phone contact and correspondence with law office clients, opposing counsel, and the Court.
- Telephone and direct contact with legal clients of copy company regarding document preparation.

Employment Paralegal Intern, Law Office of XYZ
(2007-2008)

Intern, Anystate Office of Consumer Affairs *(2006-2007)*

Associate, XYZ Copy Co.
(2005-2008)

References available upon request.