

# [First Last Name]

[City, State] | [email@example.com] | [(555) 555-5555] | [LinkedIn URL]

## PROFESSIONAL SUMMARY

[Detail-oriented **Paralegal** with [X] years of experience supporting attorneys in **litigation**, **legal research**, and **document management** across [practice areas, e.g., civil litigation, corporate, and employment law]. Proven ability to draft pleadings, manage complex case files, and coordinate discovery under tight deadlines. Adept at using [legal research platforms, e.g., Westlaw, LexisNexis] and case management systems to streamline workflows and improve accuracy. Recognized for strong organization, clear communication, and proactive support that enhances attorney efficiency and client service.]

## PROFESSIONAL EXPERIENCE

### [Senior Litigation Paralegal] | [Smith & Doe LLP]

[City, State] | [MM/YYYY] – Present

- [Manage a portfolio of [X+] active civil litigation matters, organizing case files, tracking deadlines, and preparing case chronologies, resulting in a [percentage]% reduction in missed or rushed filings for assigned attorneys.]
- [Draft, proofread, and format pleadings, discovery requests/responses, subpoenas, and correspondence using [Microsoft Word] and [document management system name], ensuring compliance with [state/federal] court rules and firm style guidelines.]
- [Coordinate discovery by collecting, reviewing, and indexing documents, assisting with e-discovery workflows in [Relativity/Logikcull/other tool], and preparing exhibit binders and deposition summaries to support hearings, mediations, and trial preparation.]

### [Paralegal] | [Johnson Legal Group, P.C.]

[City, State] | [MM/YYYY] – [MM/YYYY]

- [Conducted legal research using [Westlaw/LexisNexis/CaseText] and summarized case law, statutes, and regulations in concise research memoranda that informed attorney strategy in [practice area, e.g., contract disputes and employment matters].]
- [Prepared initial drafts of engagement letters, simple contracts, settlement agreements, and client communications, ensuring accuracy of citations, defined terms, and key dates prior to attorney review and finalization.]
- [Served as a primary point of contact for clients on case status and document requests, maintaining professional communication, logging interactions in [case management software, e.g., Clio/MyCase], and improving client satisfaction and response times.]

## EDUCATION

### [Associate of Applied Science in Paralegal Studies] | [Community College Name]

[City, State] | [MM/YYYY]

- [Relevant coursework: Legal Research & Writing, Civil Litigation, Contract Law, Legal Ethics, E-Discovery, Legal Technology.]
- [Honors/Activities: [Honor Society, GPA, Paralegal Club, Moot Court/Mock Trial participation] (if applicable).]

### [Bachelor of Arts in [Related Field, e.g., Political Science/Criminal Justice]] | [University Name]

[City, State] | [MM/YYYY]

- [Emphasis on [e.g., legal studies, public policy, or business law]; completed senior research project on [brief topic description].]

## SKILLS

- **Legal & Technical:** [Legal research (Westlaw, LexisNexis, etc.)], [Case management software (e.g., Clio, MyCase, Needles)], [E-filing systems (state & federal)], [E-discovery tools (e.g., Relativity, Logikcull)], [Microsoft Office (Word, Excel, PowerPoint, Outlook)].
- **Documentation & Procedure:** [Pleadings drafting], [Discovery coordination], [Deposition and trial preparation], [Citation formatting (Bluebook or local rules)], [Document review and summarization].
- **Organizational:** [Case file management], [Deadline tracking], [Calendar management], [Multi-matter prioritization], [Process documentation].
- **Analytical:** [Fact investigation], [Issue spotting], [Evidence organization], [Data and document analysis].
- **Interpersonal:** [Client communication], [Attorney support], [Cross-functional collaboration], [Professional written and verbal communication].
- **Compliance & Ethics:** [Confidentiality handling], [Legal ethics awareness], [Court rules and procedure familiarity].

## PROJECTS & CASE SUPPORT HIGHLIGHTS

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- [Coordinated document production for a complex [case type, e.g., employment class action] involving [X,000+] documents, implementing a consistent naming and indexing convention that improved retrieval time for attorneys during depositions and motion practice.]
- [Developed standardized templates for frequently used pleadings and client letters in [practice area], reducing drafting time for the team by approximately [X]% and improving consistency across filings.]
- [Assisted in trial preparation for a [case type, e.g., commercial litigation bench trial], organizing exhibits, preparing witness binders, and maintaining real-time exhibit logs in court, contributing to a streamlined presentation of evidence.]