Resumes for New Paralegals

Name, home address, phone number and e-mail address should be on top of the resume. Use more common computer fonts, such as 12-point Times New Roman. Name can be bold and a larger font than the rest of the content in the resume. Try to keep resume to one page, if possible. Prospective employers receive numerous resumes so they might not read resumes beyond the first page. Many resumes usually contain four to five sections.

Career objective. Let the prospective employers know career goal is. Express career objective by writing a 1-sentence description of the job being sought. If unsure of the area of legal practice in which you want to specialize, focus objective to a general practice of law. Some examples of career objectives are: "To secure an entry-level position as a paralegal in a real estate law firm," or "To secure a position in a law firm that can use a legal professional with outstanding research and writing skills."

Education. If a new paralegal with limited or no work experience, this is the section on which to focus. Indicate degree or the paralegal certificate completed, major, the college from which graduated, and the date of graduation. List the courses relevant to the jobs for which you are applying.

Expand on leadership and academic activities. List membership in student and academic organizations. Emphasize leadership positions and highlight respective duties and achievements while serving in those leadership roles. Include academic achievements such as being on the dean's list or graduating with various honors, emphasize these awards and honors in resume.

Experience. While work history as a new paralegal is minimal, there are other areas besides employment that can be classified as experience. Serving in an internship program is an excellent way to highlight duties and responsibilities as well as the skills obtained. Under this section, list the duties performed, as well as the skills that were enhanced during this internship.

Skills. Focus on special skills not have highlighted in other sections of the resume.

Other relevant experience. The last section of the resume is for other relevant experience that not addressed in the other sections of the resume. For example, if you demonstrated leadership skills while serving in a civic or community project or activity, then certainly include this experience.