**JANE P. NEWMAN**

**345 Highway Street**

**Lakeview, NJ 10671**

**(555) 555-5555**

**Lookingforjob@e-mail.com**

**Career Objective**

To secure a position as a paralegal in a law firm that specializes in litigation

**Education**

June 2008:

Paralegal Certificate Program, Approved

Dean’s List

Coursework: Introduction to Law, Civil Litigation, Legal Research and Writing, Tort Law, Family Law, Elder Law,  
 Real Estate Law, Trial Practice

Leadership and Academic Acitivities:President of Legal Society (2007-2008) – Organized activities for  
students in the Paralegal Program; arranged for speakers on legal issues; coordinated visits to courts

**Experience**

Feb. 2008-May 2008: Paralegal Intern, Smith & Smith,

* Assisted with scheduling meetings with clients
* Helped with filing pleadings
* Performed legal research using Westlaw and in the library
* Wrote legal memoranda
* Prepared demand letters

Sept. 2007-Jan. 2008: Academic Service Learning in conjunction with Elder Law course, Senior Legal Clinic,,

* Assisted in drafting advance health planning documents
* Interviewed clients for case intake
* Assisted with drafting complaints
* Assisted in drafting health proxies and living wills

**Skills**

Microsoft Word, PowerPoint, Excel, Outlook, Westlaw

**Other Experience**

Coordinated Annual Fund-Raising Event for the Homeless since 2000