

Resume Writing Tips for Paralegals

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- Create a professional email address to use on your resume and with all business contacts. Email addresses such as lovebug22@yahoo.com or janiesmommy02@gmail.com do not create a professional image.
- If you are not proficient at a skill, do not include it on your resume. Including the statement “adequate typing skills” does not inspire confidence.
- Highlight the duties and responsibilities at your current or prior jobs that relate to the job you are applying for. It is not necessary to include things such as duties including going to the post office and answering the phone.
- Use simple formal fonts for your text. *Fancy text is hard to read.*
- Spell check, spell check and spell check!
- Ask a colleague or another professional to review your resume.
- If you put an objective on your resume, be specific and avoid generalized clichés.
- Include all professional development programs you have participated in during your work career, such as obtaining your certification through NALA.
- Accomplishments in your work career are important. For example, if you receive an award for leadership, include that accomplishment on your resume.
- Use action words like prepared, managed and developed.
- Highlight your strengths!