
RESUME WRITING

Optimize Your Job Search Materials

What Makes a Strong Paralegal Resume?

Key Traits Employers Look For:

- Precision and attention to detail
- Knowledge of legal terminology and procedures
- Excellent written and verbal communication
- Confidentiality and professionalism
- Strong organizational and research skills

[Click here for more examples!](#)



Structure

Recommended Sections

- **Header:** Full Name, Phone, Email, LinkedIn
- **Professional Summary:** 2-3 lines highlighting your strengths and experience
- **Skills:** Legal research, case management, e-filing, etc.
- **Experience:** Legal jobs, internships, related administrative work
- **Education & Certifications:** Paralegal certificate, degrees, NALA Certified Paralegal (CP®) credential
- **Software Proficiency:** MS Office, Google Workplace, eDiscovery tools

[Click here for examples!](#)



Professional Summary Example

Litigation paralegal with 2 years of experience supporting attorneys through all phases of civil litigation. Known for strong legal research skills, clear and professional communication, and a proactive approach to case management and client coordination.

Tip: AI can help you brainstorm or refine your professional summary, however, it is important to edit the output to remain truthful to your skills and expertise. The example above was originally AI-generated, but edited to fit a specific job description and work experience.

Experience Section

Do:

- Use action verbs: drafted, filed, organized, supported, researched
- Include quantifiable impact:
“Managed 50+ case files weekly”
- Focus on transferable skills: client communication, data entry, scheduling
- 3-6 bullet points per experience

Don't:

- List duties only – describe accomplishments/ impact
- Use legal jargon without context
- Include unrelated work without showing relevance

Tip 1: If you do not have legal experience yet, highlight transferable skills from your previous work experience. [Click here](#) for more background information on paralegal duties.

Tip 2: Structure your bullet points using P-A-R (Problem Action Result). State a problem that existed, followed by the action you took, and then the result of that action. Employers want paralegals who can solve problems and produce results!

Structure

Common Mistakes:

- Typos and grammatical errors (Proofread like a contract!)
- Too long or too short
 - 1 page for entry level
 - 1-2 pages for experienced
- Outdated formats (No objectives, no references)
- Leaving out tech tools (Employers expect digital literacy)
- Pictures and distracting colors/ fonts

[Click here for more examples!](#)



Applicant Tracking System

An **Applicant Tracking System** is software that scans and filters resumes (typically before a human sees them).

How it works:

- Scans your resume for keywords that match the job description
- Parses formatting and structure
- Ranks applicants based on relevance

Tips to get past the ATS:

- Match keywords from the job description to your resume (e.g., “legal research,” “e-filing,” “litigation support”)
- Submit in Word or PDF, unless told otherwise
- Avoid tables, images, italicize or uncommon fonts
- Spell out acronyms on first use: “eDiscovery (electronic discovery)”

[Click for more tips!](#)

Final Tips

- Tailor your resume for each job
 - Your resume should match the keywords in the job description
- Highlight legal-specific tools and case experience
- Keep formatting clean and easy to scan
- Have someone proofread it
- Keep a “Master Resume” to pull from when applying



THANK YOU

Good Luck!

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