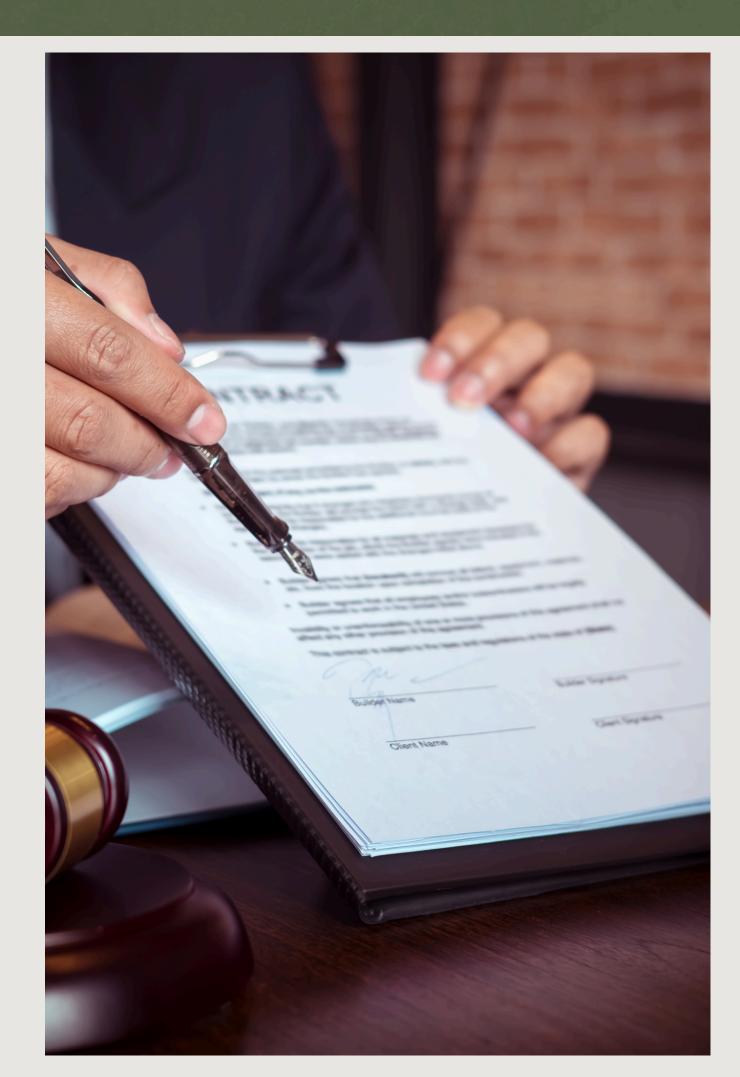
# RESUME WRITING

Optimize Your Job Search Materials

# 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



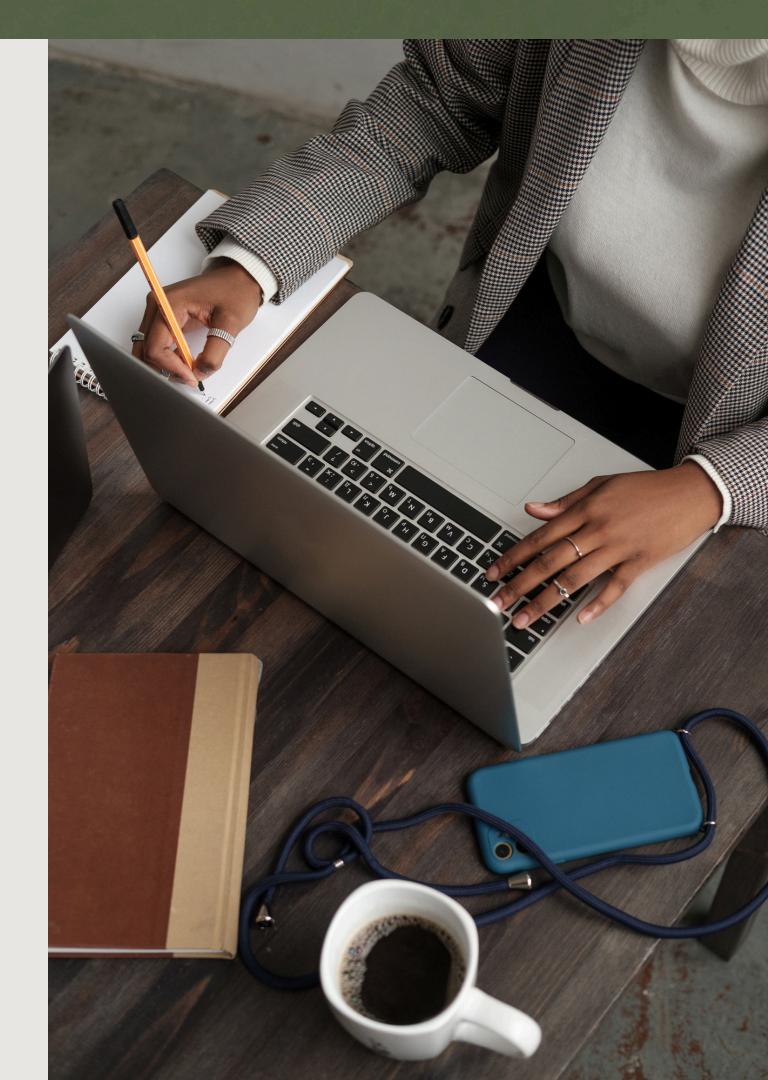
Click here for more examples!

#### **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:** All can help you <u>brainstorm or refine</u> your professional summary, however, it is important to <u>edit</u> the output to remain truthful to your skills and expertise. The example above was <u>originally Al-generated</u>, but <u>edited</u> 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. <u>Click here</u> 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

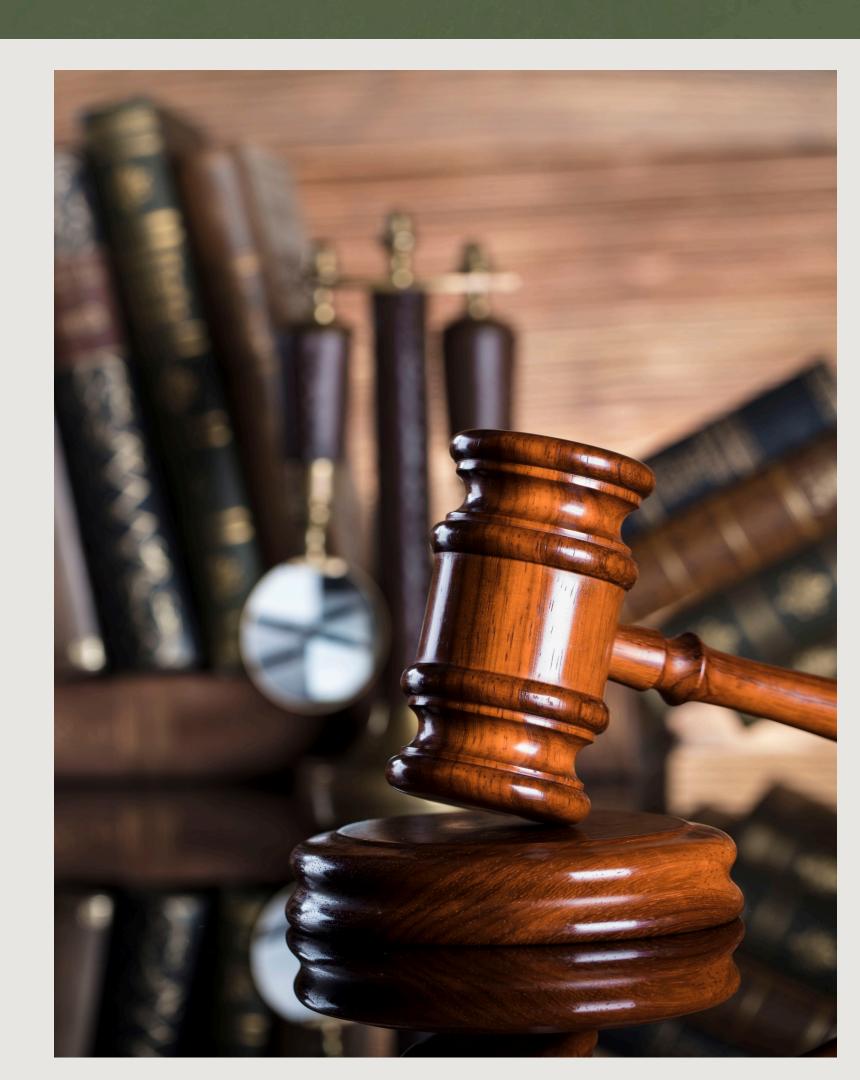
#### Tips to get past the ATS:

- 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



# THANKYOU

Good Luck!