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| [v.rey@live.com](mailto:v.rey@live.com) | (716) 555-0100 | [www.linkedin.com/in/v.rey](http://www.linkedin.com/in/v.rey)  4567 Main St Buffalo, New York 98052 |
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# Objective

| Organized, dedicated and ambitious budding professional with excellent attention to detail, seeking at position as\_\_\_\_\_\_\_\_\_ at (company name)\_\_\_\_\_ |
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# education

| Bellows Community College, *Tin, Texas* June 2014: Bachelor of Science in Paralegal Studies June 2012: Associate in Arts in Paralegal Studies |
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| Certified Registered Paralegal, National Federation of Paralegal Associations |

# Experience

| September 2016-Present | Paralegal Intern, Wingtip Law Firm PC   * Itemize each of your responsibilities * Itemize each of your responsibilities * Itemize each of your responsibilities |
| --- | --- |
| June 2014-August 2016 | Legal Secretary, XYZ Law LLC   * Itemize each of your responsibilities * Itemize each of your responsibilities * Itemize each of your responsibilities |

# key skills and characteristics

| * Critical Thinking * Handling Pressure * Leadership * Problem Solving | * Microsoft Office Suite * LexisNexis & Westlaw * 90 WPM Typing Speed * Adaptability |
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# activities and interests

| Literature, environmental conservation, art, yoga, skiing, travel |
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