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| Robin Zupanc  Paralegal |  | State your career goals and show how they align with the job description you’re targeting. Be brief and keep it from sounding generic. Be yourself. |
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| Experience |  | Education |
|  |  |  |
| 20XX – Current  Paralegal The Phone Company  Summarize your key responsibilities and accomplishments. Where appropriate, use the language and words you find in the specific job description. Be concise, targeting 3-5 key areas.  20XX – 20XX  Paralegal *Trey Research*  Summarize your key responsibilities and accomplishments. Here again, take any opportunity to use words you find in the job description. Be brief.  20XX – 20XX  Paralegal *Adatum Corporation*  Summarize your key responsibility and experience and profile etc here, @HEADITS@ |  | 20XX – 20XX  A.A. Paralegal Studies  Jasper University |
| Skills |
|  |
| Creativity  Leadership  Organization  Problem solving  Teamwork |
| Contact |
|  |
| 4567 Main Street  City, State 98052  (718) 555–0100  service@headits.com |