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| Robin ZupancParalegal |  | 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 CompanySummarize 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 solvingTeamwork |
| Contact |
|  |
| 4567 Main Street City, State 98052 (718) 555–0100 service@headits.com  |