

## A Guide to Writing an Unbeatable Paralegal Resume

By Hardeep Singh Arora



*Every paralegal is different, and so is every paralegal's job search. There are some paralegals who come across every good opportunity, while others*

*struggle to maintain steady employment. The key difference is often a reflection not of their talent or qualifications but rather the way in which they market themselves.*

Your resume is a document that summarizes your professional life, sells your skills to total strangers, and convinces them to give you an interview. In a highly academic profession like law, resume writing can pose significant challenges to even well-versed writers, both in terms of the complexity of the data and high level of professionalism required in the document. A paralegal needs to demonstrate that he or she is exactly the right person to fill the law firm's need. Therefore, paralegal resumes must focus on past accomplishments, necessary credentials, and experience.

A paralegal's resume must be visually inviting, be logically organized, and, most of all, set the candidate apart as a competent professional.

But many paralegals are unsuccessful at self-marketing. They fail to identify and effectively market their own strongest selling points. Many paralegals may have well-rehearsed answers to all the tricky interview questions, but when the time comes to make a career move, few can put into practice the subtle art of marketing themselves by weaving positive attributes into their resumes.

Here are some tips on creating a winning paralegal resume:

1. Prioritize information based on how well it emphasizes the following positive attributes: skill, achievement, responsibility, and leadership.
2. Remove unimpressive or redundant information.
3. Remove excessive details that are not pertinent to the targeted job.
4. Be concise. A paralegal resume should be no longer than one page. If you think a little more description is required, put it in the cover letter.

5. Quantify if you reduced overhead for your previous employer or managed several people.
6. Include little details that show your stellar attention to detail.
7. Revamp your resume for every job you seek, and make each resume a finished product.
8. Constantly update your resume. You may not need it this month, but next month things could be different.



## Conclusion

Before you begin your job search, make sure that your resume is up to date and well organized. A paralegal job search is an exercise in self-marketing, and it's okay to be innovative and get excited about future opportunities. But when it comes to paralegal resumes, there is one ironclad rule: there can be no typographical or grammatical errors, and the resume must be thoroughly organized and efficiently presented.

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