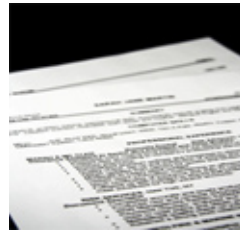


Legal Secretary Resumes



A chronological format is expected for a legal secretary's resume. Highlight the responsibilities you have held and the achievements you have obtained by adding a profile at the top and by placing bullets that best

describe these honors at the top of a list within. The description of a present or former employer. A legal secretary's resume should not only show interest and aptitude in the position, it should go one step further and display how the candidate has applied his or her knowledge to provide positive results. Generally a great resume for the legal secretary field will be well organized; however, remember a resume is not a life history of everything you have done. It is only a summary of your qualifications.

When writing a resume for a legal secretary position, it is important to follow the traditional resume format. The legal professions are somewhat conservative, so the format of a legal secretary resume is similar to that of a person seeking employment in the financial sector or other segments of the economy that are more "buttoned down" than others.

A chronological format is expected in a legal secretary's resume; a functional resume is not

recommended in this field and will most likely result in your resume being discarded. Don't make the mistake of getting too unconventional with your resume in this case. Instead, present your employment history in the familiar chronological format and highlight the specific achievements and responsibilities held at each previous position.

A legal secretary's resume should not only show interest and aptitude in the position, it should go one step further and display how the candidate has applied his or her knowledge to provide positive results. All certifications (such as notary public or paralegal) should be covered in the resume, as well as any experience with software heavily used in the legal profession (e.g., LexisNexis). Below is a good example of a legal secretary's resume:



CANDICE JONES
 1234 Anywhere Avenue
 Anywhere, New Jersey 00000
 (555) 555-1234
candice@email.com

STATEMENT OF QUALIFICATIONS

Paralegal with more than 12 years of diversified and progressive legal experience. Highly organized with strict attention to detail. Excellent writing and interpersonal communication skills; adapts quickly and easily to new career demands.

LEGAL EXPERIENCE

Proskauer Rose LLP, New York, NY 2001-Present

Litigation Paralegal

- Work closely with and assist attorneys with all facets of discovery and trial/arbitration preparation.
- Assist attorneys on preparing witnesses for deposition and assist at depositions; assist in client initial interviews.
- Assist in translations in immigration proceedings and criminal matters; work with pro bono cases, including the Homeless Experience Legal Protection Program.
- Supervise support staff.

McCarter & English, Newark, NJ 2000-2001

Paralegal

- Provided support to six attorneys related to general and product liability litigation as well as medical asbestos cases; acquired information from medical experts, and formulated reports required; updated reports and prepared cases for trial conferences.
- Developed and maintained excellent rapport with attorneys in group.
- Trained new paralegals.

Killian & Salisbury PC, Clark, NJ 1997-2000

Paralegal

- Worked closely with and assisted attorneys with all facets of discovery and trial preparation in cases related to insurance and computer law.
- Supervised a support staff in various administrative and support areas; displayed a highly developed "management by example" style of leadership; trained support personnel in the firm regarding policies and procedures.
- Effectively drafted pleadings, scheduled depositions, prepared correspondence, and managed firm's financial information; proofread legal briefs, and scheduled client appointments.
- Interfaced extensively with clients.
- Acquired comprehensive knowledge of insurance laws.
- Organized and reviewed all files, managed office/legal inventory, monitored document production and retrieval; maintained firm's law library.

McElroy, Deutsch, Mulvaney & Carpenter, LLP (formerly Carpenter Bennett and Morrisey), Newark, NJ 1997

Legal Clerk

- Assisted employment litigation attorneys and paralegals in work related to employment law cases; formulated correspondence, maintained legal files, organized files, opened and closed legal matters.
- Worked closely with head legal labor group secretary in a support role; supervised, motivated, and trained support personnel; supervised college interns.
- Served as sole legal clerk for a 30-plus attorney division.

New Jersey Law Journal, Newark, NJ 1996

Writer/Intern-Editorial

- Wrote business briefs, telemarketed for the Business department; initiated current client lists.