

**Mary Paralegal**  
6734 Street Drive  
Reisterstown, MD 21211  
professional@stevenson.edu  
410.xxx.xxxx

## **EDUCATION**

**Bachelor of Science in Legal Studies**, December 20xx  
Stevenson University, Stevenson, Maryland  
GPA: 4.0/4.0  
Honors: Academic Achievement List

## **RELEVANT COURSES**

- Criminal Law
- Criminal Investigation
- Introduction to Paralegal Studies
- Legal Writing and Research I and II
- Interpersonal Communication
- Criminal Evidence and Procedure
- Mediation and Negotiation

## **COMPUTER SKILLS**

- Westlaw, Strong research skills
- Microsoft Office (Excel, PowerPoint, Word, Access, Outlook)

## **RELEVANT EXPERIENCE**

**Paralegal Intern**, February 20xx – April 20xx  
Office of State's Attorney for Carroll County, Westminster, Maryland

- Assisted attorneys in court by preparing and organizing documents and participating in meetings
- Contacted witnesses and police officers for court appearances via phone and email
- Reviewed up to 10 case files each week

## **ADDITIONAL EXPERIENCE**

**Bakery Associate**, July 20xx-Present  
Martin's Food Markets, Eldersburg, Maryland

- Clean, organize and prepare bakery merchandise, and communicate with co-workers and customers
- Display merchandise strategically to improve sales

**Library Associate / Page Supervisor**, February 20xx – May 20xx  
Carroll County Public Library, Eldersburg, Maryland

- Assisted library patrons with reference questions and book requests
- Trained supervised and motivated a staff of 12 people; Coordinated schedule on a weekly basis
- Oversaw the hiring process of new staff; conducted all interviews

## **ACTIVITIES**

- Member, Mustang Activities and Programming, Stevenson, MD, August 20xx-Present
- Member, Legal Society, Stevenson University, Stevenson, MD, August 20xx-Present