

# Sheela

## Demo Resume 2

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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.

### Experience

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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***

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### Education

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20XX – 20XX

**A.A. Paralegal Studies**

Jasper University

### Skills

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- Creativity
- Leadership
- Organization
- Problem solving
- Teamwork

### Contact

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4567 Main Street  
City, State 98052  
(718) 555-0100  
robin@example.com

# Robin Zupanc

## Paralegal

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