

**William M. Borden**  
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## **OBJECTIVE**

Seeking position as a **Paralegal**

## **EDUCATION**

Harper College, Palatine, IL  
Paralegal Studies Certificate

Anticipated Completion May 20xx

### **Relevant Coursework**

Fundamentals of Legal Research  
Family Law

Corporate and Securities Law  
Real Property Law

Contract Law  
Community Law

Roosevelt University, Schaumburg, IL  
Bachelor of Science, Psychology

May 20xx

## **SKILLS**

Microsoft Office Word, Excel, PowerPoint and Access  
LEXIS and Westlaw  
Fluent in Spanish and English

## **EXPERIENCE**

Duane St. Pierre, Palatine, IL

June 20xx to Present

### **Paralegal Intern**

- Assist legal counsel in preparing pleadings and correspondence including petitions, motions, orders, discovery requests and responses, financial affidavits and child support guidelines
- Interview clients for case intake and prepare summary reports for attorneys
- Perform general office duties including mail, filing, telephones, data entry, copying, appointment scheduling, reservations and travel arrangements
- Maintain departmental record systems, files and paperwork
- Research, track and compile statistical and written reports, spreadsheets and correspondence

National-Louis University, Chicago, IL

September 20xx to Present

### **Reference Librarian**

- Assist students with research using print and electronic resources including subscription databases
- Instruct students on how to use library's research tools and information resources
- Create electronic subject guides for library's links to Internet resources and research handouts for students

## **VOLUNTEER EXPERIENCE**

CASA of Lake County, Vernon Hills, IL

July 20xx to Present

### **Volunteer Advocate**

## **MEMBERSHIP**

Illinois Paralegal Association, Student Member

October 20xx to Present