

**Joshua Fletcher**  
(123) 456-7890  
joshua.fletcher@email.com  
123 County Road, Lake Wales, Florida 33853

## Profile

Recent prelaw graduate with experience in law-related settings. Solid knowledge of legal research techniques, strategies and citation methods. Basic familiarity with common legal documents. Good communication, organizational and time management skills. Didn't miss a single deadline during high school or college.

## Key Skills

- Understanding of legal research techniques and standards
- Good written and oral communication skills
- Excellent time management and organizational skills
- Proficient in Microsoft Office Suite and Westlaw

## Education

### **Bachelor of Arts in Legal Studies**

*Florida State University, Tallahassee, FL, September 2016 - May 2020*

- Completed prelaw coursework
- Member of Debate Team
- Member of Mock Trial Team
- LSAT score of 150

### **High School Diploma**

*Sarasota High School, Sarasota, FL, September 2012 - June 2016*

- Member of Mock Trial Team
- Member of Debate Team

## Professional Experience

### **Legal Intern, Kyle, Smith & Logan, LLC, Tallahassee, FL**

*June 2019 - August 2019*

- Assisted with trial preparation
- Helped draft subpoenas, complaints and motions
- Welcomed clients and made appointments
- Observed personal injury trial

### **Library Assistant, Florida State University, Tallahassee, FL**

*September 2017 - May 2020*

- Cataloged and restocked books
- Helped students source research materials
- Worked in the law library for one year

## Key Skills

### **Certified Paralegal**

*The Paralegal Association, Tulsa, Oklahoma, June 2020*