### <INSERT Candidate’s full name>

### Skills

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| --- | --- | --- | --- |
| Skill | REQUIRED | Years Used | Last Used |
| Prior litigation paralegal experience. | Required | 5 |  |
| Prior working exp. w/DoxPop and MyCase. | Required | 1 |  |
| Able to work independently with excellent attention to detail skills. | Required |  |  |
| Ability to establish effective and cooperative working relationships. | Required |  |  |
| Strong decision making skills. | Required |  |  |
| Excellent communication skills, both orally and in writing. | Required |  |  |
| Prior working experience in a State Government Agency. | Highly desired |  |  |
| Prior working exp. w/Action Step case management system. | Highly desired |  |  |
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### Employment History

<List candidate’s relevant employment history>