

# Your Name

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1234 N North Ave  
Chicago, Illinois 60600  
(708) 777-7777  
emailme@myemailaddress.com

## Career Objective

While bringing 10 years of excellent customer service and relations experience, I am seeking a growth-oriented and challenging position, which will utilize my solid experience and skills in the legal arena that will achieve business goals and strategies in security and communication with the public.

## Experience

### **Federal Defenders Program** – Paralegal Internship

*September 2005 – Present*

Responsibilities include where I list all of my present job experience, functions, skills, and attributes to the company

### **Securitas Security** – Armed Security, Aldi's

*September 2005 – Present*

Responsibilities included where I list all of my past job experience, functions, skills, and attributes to the company

### **The Jefferson Hotel** – In-House Security Manager

*February 2005 – September 2005*

Responsibilities included where I list all of my past job experience, functions, skills, and attributes to the company

### **Jewel-Osco Foods** – Customer Service, Loss Prevention

*January 2003 – December 2003*

Responsibilities included where I list all of my past job experience, functions, skills, and attributes to the company

### **St. Margaret's Hospital** – In-house Hospital Security

*November 2001 – August 2002*

Responsibilities included where I list all of my past job experience, functions, skills, and attributes to the company

### **Roosevelt University** – Telefund Raiser

*August 1998 – August 1999*

Responsibilities included where I list all of my past job experience, functions, skills, and attributes to the company

## Education

### **Career Colleges of Chicago** – A.A.S. in Paralegal Studies

*September 2002 – Present*

Anticipated Graduation Date: December 17, 2005

### **Roosevelt University** – B.S. Accelerated Program in Professional Studies; Paralegal Certificate

*August 1999 – Present*

### **Armed/Unarmed Security Training** – Armed/Unarmed Certification

*December 2002*

FOID Card, PERC Card