



📞 (555) 123-4567

✉ michelle.jenkins@email.com

📍 Chicago, IL

EDUCATION

Associate of Applied Science in Paralegal Studies

City Colleges of Chicago, Chicago, IL
Expected graduation: May 2025

- GPA: 3.8/4.0
- Courses include: Real Estate Law, Property Transactions, Legal Research, and Contract Law.

Certifications

- National Association of Legal Assistants (NALA) – Paralegal Certification (2023)
- Real Estate Law & Property Management Certification (2023)

SKILLS

- Real Estate Contracts & Title Review
- Legal Research & Writing
- Document Management Systems (Clio, Relativity)
- Microsoft Office Suite
- Client Communication

MICHELLE JENKINS

ENTRY-LEVEL REAL ESTATE PARALEGAL

PROFESSIONAL SUMMARY

Dedicated and detail-oriented recent graduate seeking an entry-level position as a Real Estate Paralegal with emphasis on commercial and residential transactions. Eager to apply strong organizational and communication skills while learning from experienced legal professionals.

EXPERIENCE

- September 2024 - December 2024

Legal Assistant Intern

Kirkland & Ellis LLP / Chicago, IL

- Assisted senior paralegals with drafting and reviewing real estate purchase agreements, leases, and title documents.
- Conducted due diligence on property titles and legal descriptions for real estate transactions.
- Managed client communications regarding document requests and follow-up meetings.
- Helped prepare closing documents for commercial property deals.

- May 2022 - July 2024

Administrative Assistant

Miller & Olson Realty / Chicago, IL

- Supported the legal department in organizing documents for property closings.
- Assisted with tracking contracts, agreements, and closing paperwork for residential transactions.
- Coordinated communication between clients, realtors, and title companies to ensure smooth property closings.

VOLUNTEER WORK

- 2023 - Now / Habitat for Humanity, Chicago, IL

Volunteer

- Assist with community outreach and event planning for housing projects.
- Help organize donation drives and ensure all volunteers are informed of project needs.