This is a very basic format for resumes. The bracketed information would need to be replaced.

[NAME]
[Address]
[Phone]

EXPERIENCE

[Dates]	[Company A], Chicago, Illinois [Title/Position Held]
[Dates]	[Company B], Chicago, Illinois [Title/Position Held]
[Dates]	[Company C], Chicago, Illinois [Title/Position Held]

MEMBERSHIPS

[Dates]	[?], Chicago, Illinois

EDUCATION

[Grad Date]	[University of [?]], Chicago, Illinois Certificate in Paralegal Studies
[Grad Date]	[University of [?]], Chicago, Illinois Bachelors Degree, Business

REFERENCES Available upon request.