



REQUEST FOR PARALEGAL RESUMES

Are you an employer who is looking to fill a position and would like to distribute your job posting to the most qualified professionals in Central Oklahoma? Submit your Request for Paralegal Resumes to the COALA Placement Committee.

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Date of Request: _____ Requested by: _____

Phone Number: _____ Fax Number: _____

E-Mail: _____

Address: _____

Type/ Area of Law: _____

Years of Experience Required: _____ Certification Required: Yes No

Educational Requirements: _____

Salary Range: _____ Permanent Temporary Full Time Part Time

Overtime Required: _____ If so, how many hours: _____

Benefits: _____
(i.e., Medical, Dental, Parking, 401-K, Profit Sharing, etc.)

Number of Paralegals Currently with Company: _____

Number of Attorneys to whom this Paralegal is assigned: _____

Briefly describe the general duties of the Paralegal in this position: _____

To whom and where should the resume be sent: _____

Preferred method for resume to be sent: E-Mail Fax Mail

COALA makes no recommendation with regard to the individual applicant or the qualifications said applicant provides in his/her resume.

Please return this Request to:

**COALA Placement Chair Karen
K.D. Brady
karen.brady@bisonlawfirm.com**

