



Legal Secretarial Skills Form

Name: _____

Home Address: _____

Home Phone: _____ Email: _____

Work Phone: _____ Check here if you do not wish to be contacted at work ___

PRESENT EMPLOYER:

Name: _____

Firm: _____

Address: _____

_____ Does not know I am seeking employment

_____ Knows I am seeking employment

SEEKING:

Full time position ___

Part time position ___

SALARY DESIRED: _____

EXPERIENCE:

Please list the number of years experience in the following:

- ____ Secretarial (legal and non-legal combined)
- ____ Legal Secretarial
- ____ Litigation
- ____ Other areas (please list)

SKILLS:

- | | |
|---------------------|-----------------------------------|
| ____ Typing (wpm) | ____ Archive Programs |
| ____ Microsoft Word | ____ Office management Experience |
| ____ Word Perfect | ____ Other (please list) |
| ____ Lotus | _____ |
| ____ Excel | _____ |
| ____ Transcription | _____ |
| ____ Speed Writing | |

EDUCATION:

EMPLOYMENT HISTORY:

Return to:

Dallas Bar Association
Attn: Grecia Alfaro
2101 Ross Avenue
Dallas, Texas 75201
214-220-7400
214-220-7465 fax
galfaro@dallasbar.org