

**REQUEST FOR PARALEGAL RESUMES**  
**FROM THE *CENTRAL OKLAHOMA ASSOCIATION OF LEGAL ASSISTANTS***  
**PLACEMENT COMMITTEE**

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 for Resumes to the following:

Misty Shirley, CP  
The Public Finance Law Group PLLC  
5657 N. Classen Boulevard, Suite 100  
Oklahoma City, OK 73118  
Phone: (405)-235-3413  
Fax: (405) 235-2807  
E-Mail: [mshirley@okpublicfinancelaw.com](mailto:mshirley@okpublicfinancelaw.com)

