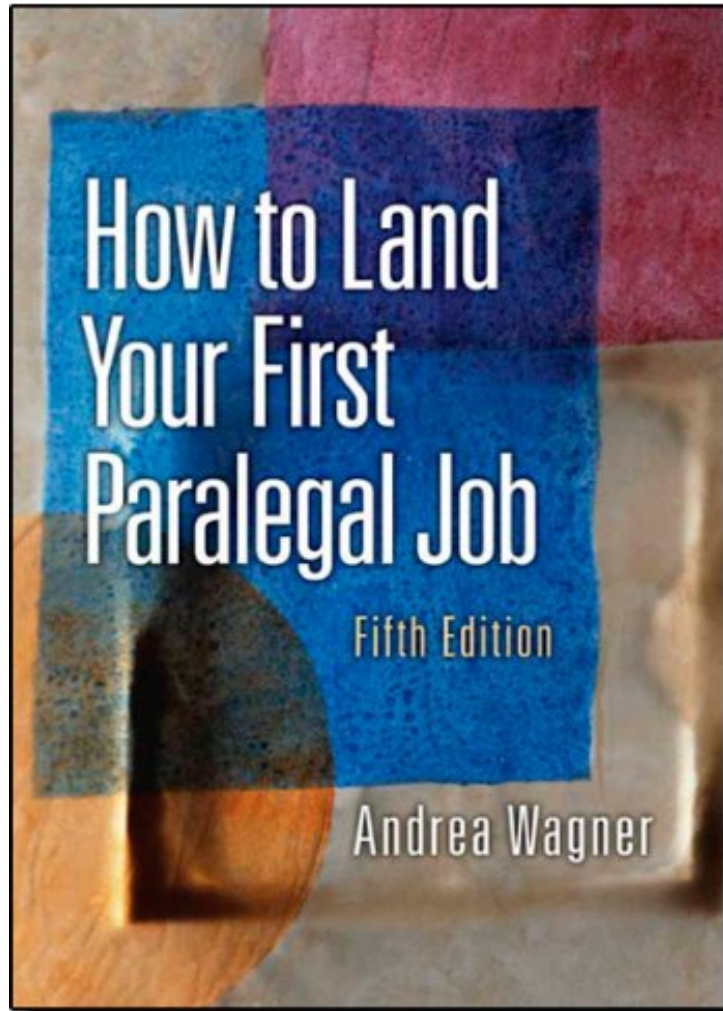


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How to Land Your First Paralegal Job (5th Edition)

Andrea Wagner

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Andrea Wagner : How to Land Your First Paralegal Job (5th Edition) before purchasing it in order to gage whether or not it would be worth my time, and all praised How to Land Your First Paralegal Job (5th Edition):

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book offers examples of everything you'll need for your job search and detailed information about how to use each piece of paper and each opportunity. The practical advice on where to look for jobs, who to talk to when you find them and how to dress for the big day are critical. The list of probable interview questions along with potential responses to difficult or inappropriate questions will give you confidence, and the advice on how to negotiate better compensation will enable you to get what you're worth. Wagner also provides an impressive list of legal buzzwords that will help you sound like an old-timer once you are on the job. If you're serious about getting your first paralegal job, do yourself a favor. Buy this book. 0 of 0 people found the following review helpful. Some helpful infoBy georgiannaDecent book. Some of the information is very general and/or outdated. However, I did find some of the information helpful.

This book can help you develop the extra competitive edge it takes to get the job you want as a paralegal. Whether you are a student contemplating beginning your career as a paralegal, changing careers, or looking to move ahead in your current job, this book is a practical handbook designed to be used again and again. Completely updated in a new edition, this book will provide you with the tools needed to get in the door with the best possible resume, give a great job interview, and secure the job offer! This new edition features updated web listings, booklists, and more information on individual State certification. By following the job search techniques laid out in this book, you will be rewarded with a career that is satisfying and stimulating.

From Library JournalA practical, no-nonsense primer filled with "hot tips," checklists, and sample forms, this book offers a treasure chest of valuable advice on how to join the fast-growing paralegal profession. Differing from most other authors in the field, who concentrate on the knowledge and skills needed by a paralegal, Wagner assumes the reader is qualified for a legal assistant position, although she includes a short chapter on paralegal schools. Her focus is on how to find, interview for, and be hired for that position. Thus, she offers detailed reviews on "crafting winning resumes," writing strong cover letters, employing effective job search strategies, and "selling yourself" through the interview process. The list of "questions to ask the interviewer" and suggestions for answering difficult or inappropriate questions are especially helpful. Appendixes list paralegal schools and associations nationwide. Highly recommended for most public libraries.- Frank G. Houdek, Southern Illinois Univ. Law Lib., CarbondaleCopyright 1992 Reed Business Information, Inc. "The source lists alone are priceless. I'm recommending it to every paralegal who comes to me searching for work." Dixie Dunbar, Senior Entertainment Paralegal at Ziffren, Brittenham Branca "I wish I had Andrea Wagner teaching at my school. Short of that, I'm making the book recommended reading for all my students." Denise Padden, Placement Director, UCLA Attorney Assistant ProgramFrom the Inside FlapPreface The purpose of this handbook is to assist new paralegals in finding satisfying and fulfilling jobs. Whether you are a paralegal student beginning your career, a recent college graduate searching for a career, or a person changing careers, my goal is to give you that extra competitive edge to get the job you want in the paralegal market. You may use this book not only for this job search, but for all subsequent ones. Because paralegal positions represent a relatively new profession, there is still a wide array of entres into the marketplace. During my almost twenty years as a legal assistant recruiter, placement director, and career counselor, I have placed all kinds of legal professionals with all types of backgrounds. I have placed people in the largest law firms in the nation and in one-lawyer firms that had never employed a paralegal before. I know which approaches work and which do not. I have seen the successes and the failures. Over the years I have developed a keen awareness of how successful job searches work and what law firms and corporate employers of paralegals look for in successful applicantsfrom what kinds of rsums and cover letters work to how to conduct yourself successfully in an interview. This book is designed to share what I know. It is designed to be a practical handbook to be used again and again. In it you will find step-by-step procedures to follow when you look for a job. Included are samples of cover letters, resumes, and interview questions as well as a suggested reading list and employment reference sources and an entire section devoted to the Internet. I have also included convenient checklists for your use with each subsequent job hunt. Special Hot Tip sections will give you insider information about the marketplace. You will find these sections very helpful. Best of luck in your job hunting. You are entering the most dynamic and fastest-growing profession in the nation!