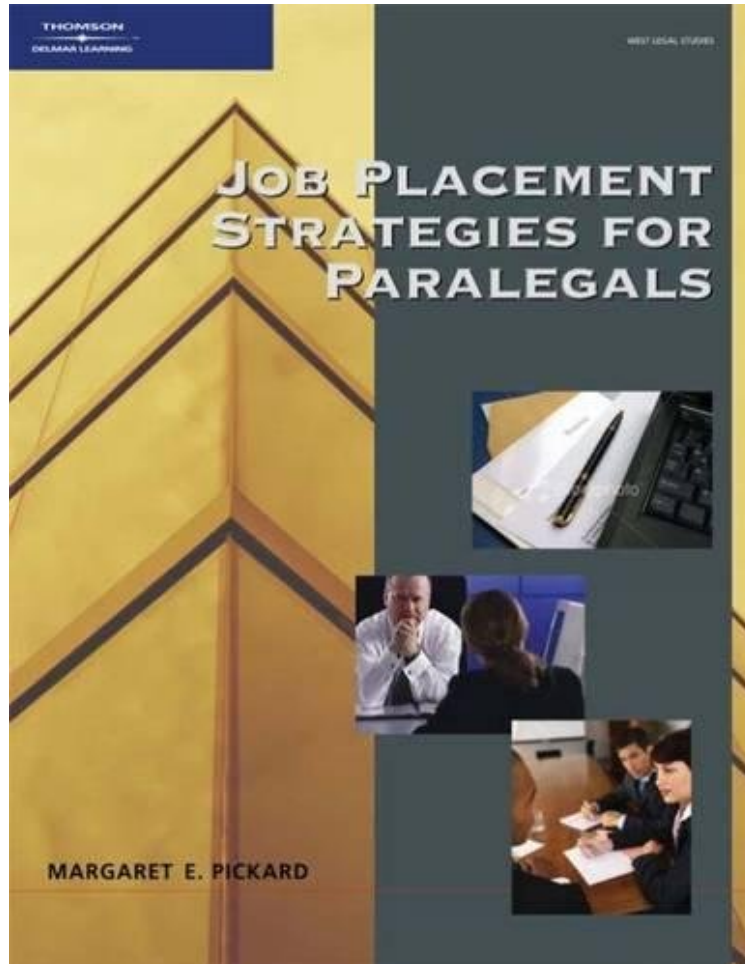


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Job Placement Strategies for Paralegals

Margaret E. Pickard

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Job Placement Strategies for Paralegals is a job search guidebook for paralegal students and professionals. This

practical workbook outlines placement skills and strategies for helping job seekers find a position in the fast growing paralegal profession. The book offers effective tools and strategies to help paralegals prepare a professional resume and cover letter, find job opportunities in the private and public sector, win over prospective employers in the job interview, and evaluate job offers, including salary, bonus structure, and benefits packages. The guide includes a detailed resume worksheet that will direct job seekers in preparing and customizing a resume for a successful job search. Specific interview questions, including the dreaded "zinger" questions are set forth with winning answers provided. This essential resource will help paralegals in all stages of their careers.

I like it--it adds some flexibility to what can be taught in an already packed curriculum. This would allow job searching skills to be taught in a shorter period of time. The workbook approach allows the student to build up to a final product. About the Author Margaret E. Pickard is an attorney, educator, and author. She is admitted to practice law in California, Montana, the U.S. District Court, Ninth Circuit, as well as the U.S. District Courts of Montana and the Northern District of California. She is currently a faculty member in the Continuing Education Division of Duke University and the University of Nevada, Las Vegas.