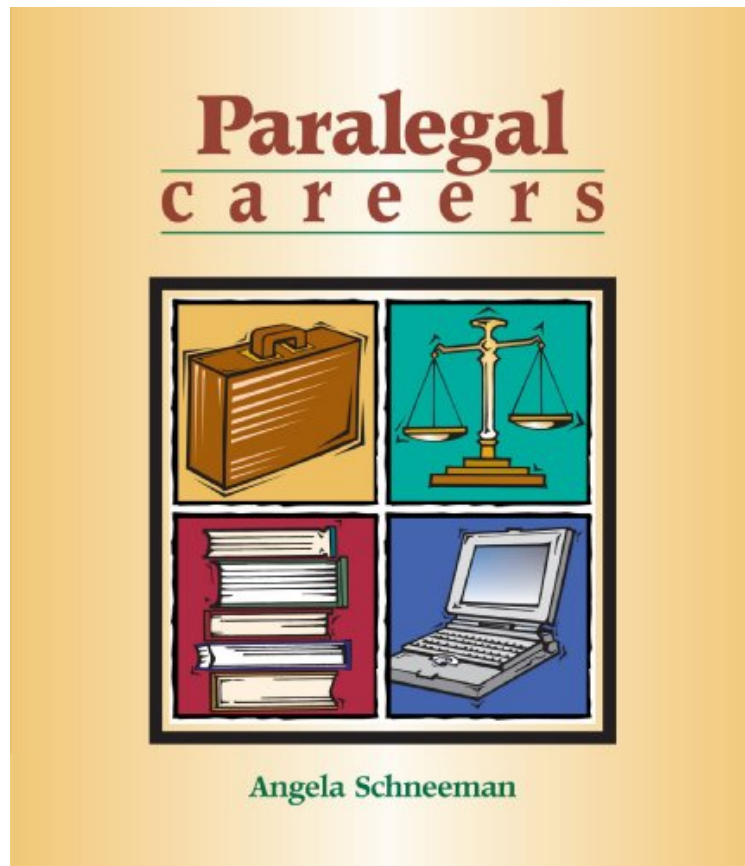


Paralegal Careers

Angela Schneeman

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Angela Schneeman : Paralegal Careers before purchasing it in order to gage whether or not it would be worth my time, and all praised Paralegal Careers:

0 of 0 people found the following review helpful. Very informativeBy A N Gage, EsqA very good research book in the paralegal profession. It provided me the resource to further my interest in attending law school. Everyone should work as a paralegal before attending law school.6 of 7 people found the following review helpful. OK basic informationBy BamsAfter reading this book, I was a little dissapointed. It is more of a background of the job of a paralegal than anything else. If you want to know who, what, and how much you make as a paralegal if you are considering it as a job, then I would suggest this book. However, if you want case research, then I would not recomend ths book. One good thing is it is written an english, not legal tremns.

Designed for a short course on paralegal careers, this easy-to-use text introduces paralegal students to the paralegal profession. Written with the insight a former paralegal, "An Introduction to Paralegal Careers" focuses on what paralegal students are interested in learning about their chosen profession - from what they'll be doing to where to find the right paralegal position. Major topics include an introduction to the profession (past, present and future), types of

employers, paralegal specialties (with emphasis on those specialties where significant growth is expected), paralegal education recommendations, salaries and benefits, paralegal associations, the pros and cons of paralegal regulation, important skills for paralegals, job search tips, and paralegal ethics. Key words: step-by-step resume building, senior seminar course

Chapter 1: The Paralegal Profession. Chapter 2: Paralegal Employers. Chapter 3: Paralegal Specialities. Chapter 4: Paralegal Salaries and Benefits. Chapter 5: Paralegal Associations. Chapter 6: Paralegal Regulation. Chapter 7: Skills and Personal Traits of Successful Paralegals. Chapter 8: Your Job Search. Appendix A: State Adopted Definitions of the Terms Paralegal and Legal Assistant. Appendix B: How to Choose a Paralegal Program. Appendix C: Directory of Paralegal Associations. Appendix D: NALA's Model Standards and Guidelines for Utilization of Legal Assistants. Appendix E: National Federation of Paralegal Associations, Inc. Model Code of Ethics and Professional Responsibility and Guidelines for Enforcement. Appendix F: Sample Resumes. Appendix G: Sample Cover Letters. Glossary. Index.

About the Author Angela Schneeman is a writer, research specialist, and freelance paralegal. She has worked for law firms, corporate legal departments, and a major accounting firm. The author of five paralegal textbooks, Ms. Schneeman received her Legal Assistant Certificate and a Bachelor of Science Degree in Business and Legal Studies from the University of Minnesota.