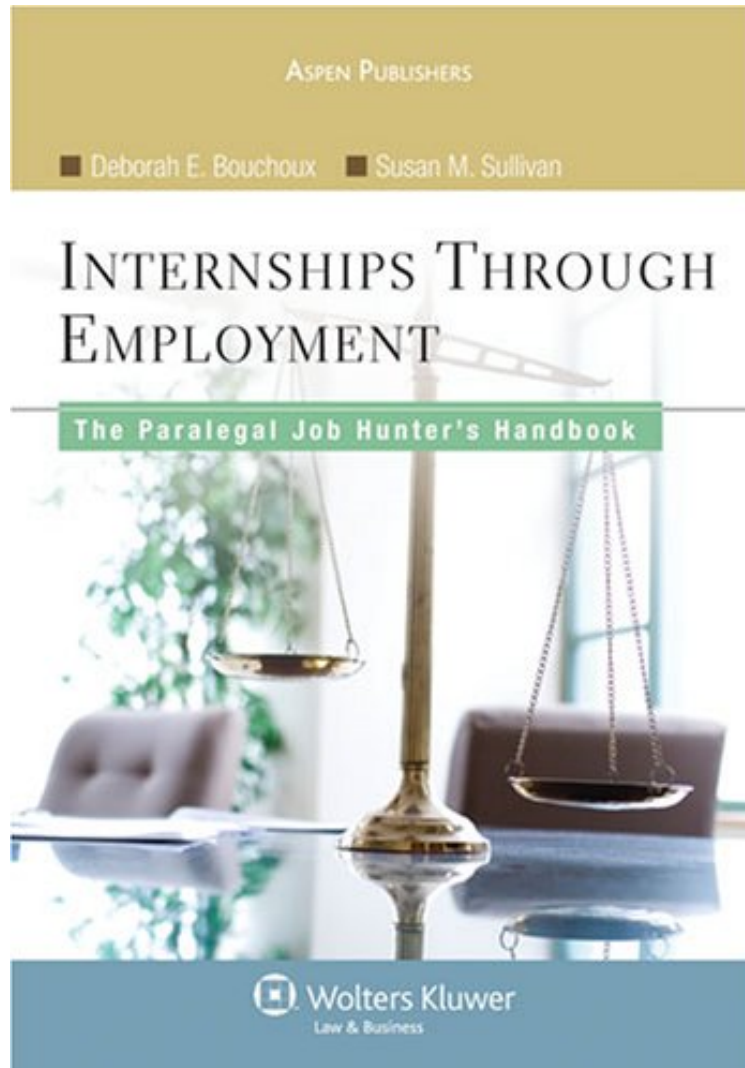


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Paralegal Job Hunters Handbook: From Internships To Employment

Deborah E. Bouchoux, Susan M. Sullivan
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Deborah E. Bouchoux, Susan M. Sullivan : Paralegal Job Hunters Handbook: From Internships To Employment before purchasing it in order to gage whether or not it would be worth my time, and all praised Paralegal Job Hunters Handbook: From Internships To Employment:

6 of 6 people found the following review helpful. Very InformativeBy Relentless ReaderI just received this book today and I am already well into chapter 4 have skimmed several others. This book is FULL of useful information, especially for the paralegal who is still in school unsure what area of the law they would like to work in. There are descriptions of what paralegals do in each area of the law there is an entire chapter about alternate career paths,

pertaining to work that can be done with paralegal qualifications though the job title might not necessarily read "paralegal". Also, the sample resumes, cover letters, and resignation letters are excellent! If you are a driven, aspiring paralegal... this book is definitely worth the price! 0 of 0 people found the following review helpful. Get to know that job. By Lyn N. Easy reading, should have taken it more seriously the first time I read it. Internships are SO valuable and important in your quest for your profession. 0 of 0 people found the following review helpful. Great information. By Ronni Sorensen This book is perfect for what it was written for... someone starting off in the paralegal field and looking for internship and then employment. It's a great working manual. It's clearly not intended for any other purpose. But it was a great textbook for my Legal Environments course.

Written by authors with extensive experience in placing paralegal students in successful internships and permanent jobs, *Internships through Employment: The Paralegal Job Hunter's Handbook* is the only text in the field to focus on internships and permanent employment. Divided into three sections: internships, finding the right permanent job, and ensuring success in the workplace, this concise handbook offers:

- practical information with a variety of samples including cover and thank-you letters, sample resumes, and sample job-hunting portfolio pages
- valuable advice not covered elsewhere, such as how to quit a job without burning bridges, how to interview by telephone, how to get around the no reference rule, how to respond to online job postings, as well as realistic advice on inappropriate workplace behaviors and ethical concerns

in a readable, accessible style.

Bouchoux and Sullivan, both with wide-ranging practical and teaching experience, have designed this outstanding text to be useful as a coursebook as well as a handbook:

- each chapter includes web references, ethics tips, discussion questions, and sample assignments
- extensive appendices include job hunting resources, sample resumes, sample cover letters and other types of correspondence, and paralegal resources to help job hunters

This book is part of a comprehensive teaching package that includes PowerPoint slides and an extensive Instructors Manual featuring:

- sample syllabi
- Internship Timelines: What To Do When in Your Internship Program
- suggestions for in-class activities and projects for each chapter
- answers to discussion questions and Web Work questions
- advice on running a successful internship program
- numerous forms to be used in an internship program, including:
 - Letter to Law Firm to Inquire About Internship Placement
 - Internship Application Form
 - Internship Contract
 - Memo to Students Regarding Internship Policies
 - Internship Assignment Form
 - Internship Progress Report
 - Evaluation Forms to be Used by Internship Supervisors
 - Evaluation Forms to be Used by Student Interns
 - Time Sheet/Daily Log