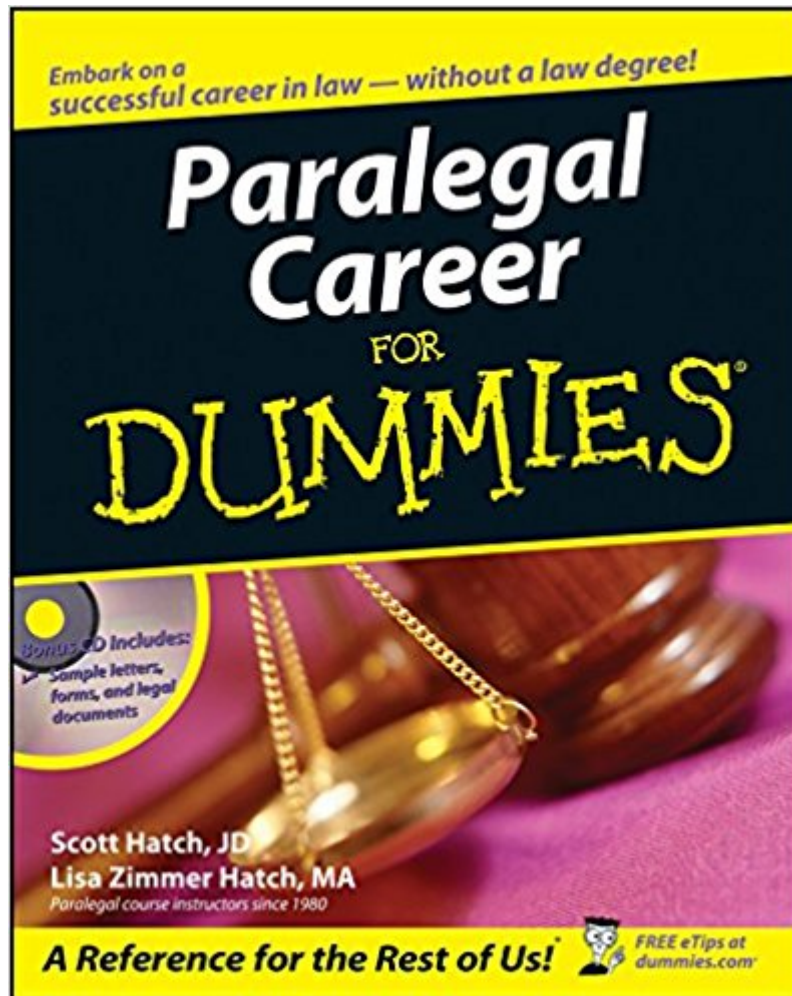




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# Paralegal Career For Dummies



## Synopsis

Apply important legal concepts and skills you need to succeed Get educated, land a job, and start making money now! Want a new career as a paralegal but don't know where to start? Relax! Paralegal Career For Dummies is the practical, hands-on guide to all the basics -- from getting certified to landing a job and getting ahead. Inside, you'll find all the tools you need to succeed, including a CD packed with sample memos, forms, letters, and more! Discover how to

- \* Secure your ideal paralegal position
- \* Pick the right area of the law for you
- \* Prepare documents for litigation
- \* Conduct legal research
- \* Manage a typical law office

Sample resumes, letters, forms, legal documents, and links to online legal resources. Please see the CD-ROM appendix for details and complete system requirements.

## Book Information

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## Customer Reviews

Apply important legal concepts and skills you need to succeed Get educated, land a job, and start making money now! Want a new career as a paralegal but don't know where to start? Relax! Paralegal Career For Dummies is the practical, hands-on guide to all the basics -- from getting certified to landing a job and getting ahead. Inside, you'll find all the tools you need to succeed, including a CD packed with sample memos, forms, letters, and more! Discover how to Secure your ideal paralegal position Pick the right area of the law for you Prepare documents for litigation Conduct legal research Manage a typical law office Sample resumes, letters, forms, legal documents, and links to online legal resources. Please see the CD-ROM appendix for details and complete system requirements.

Scott Hatch, JD, and Lisa Zimmer Hatch, MA, are founders and administrators of The Center for Legal Studies, which offers training and certificate courses, including paralegal certificate courses, to thousands of people through hundreds of colleges and universities every year.

This is a good guide for all those in the legal profession who want to know some of the details of the profession, as well as some great insights into how law should be approached. It was quite interesting. As far as practical, I'm not sure it is the best of the "for Dummies" books, but still some useful information is in there!

This was easy to read and very helpful. I appreciate how the information helped me understand concepts and just wish at times things were more thorough.

Great resource so far, although if I could give it 4.5 stars (instead of 5) I would, simply because I've found a few items (like Web sites, etc.) that were a bit out of date. For the most part, though, this is a great tool to have for anyone thinking of getting into the paralegal field and maybe even "newbie" paralegals. Lots of useful information, though of course this won't replace a certificate or degree program. But it's a good place to start, and I'm finding it to be a useful supplement to my paralegal program studies.

It absolutely helped me, I am studying to be a Paralegal and my boyfriend bought it for me and it helped me better prepare legal documents. If anyone is looking to go into this field, I would highly recommend this book.

Got a job interview a week after updating my resume to look like the one shown in this book. I ended up taking the job for another company that I interviewed for a week previously, but still good to know that something good came from taking this books advice!

If you are just beginning this kind of job this is a great overview to start your new career. Gives you answers to be able to have the main knowledge and tools to understand the roll of a paralegal in any kind of Law Office.

Good introduction for someone who's trying to move into the field and already has some of the

requirements done. The first third or so was a review of Government AP from high school, and then it went straight into more advanced topics relevant to someone who's looking to change career.

Reading through and it's giving a lot of information. I will be starting the 2nd part of my crim. justice bachelors in the fall and then will go the paralegal route.

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