



Real-Resumes for Legal & Paralegal Jobs

Anne McKinney

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Those who seek legal and paralegal jobs will find this book to be a rich resource. No matter what type of legal or paralegal work is sought, the reader will find outstanding samples of resumes and cover letters used by real people to obtain legal and paralegal jobs. Resumes and cover letters are included which will help newly minted lawyers or paralegals find their first jobs in their field. There are also sample resumes and cover letters which will be useful to experienced lawyers and paralegals. This book shows samples of resumes and cover letters that worked for real people in the legal and paralegal field. Newcomers to the field will learn how to show off their potential and skills to best advantage, and experienced professionals will find help in advancing in the industry. Attorneys, paralegals, and other industry professionals often change fields, too, and the book includes resumes of individuals who have successfully transitioned into other areas. A "bonus" of the book is that it shows samples of paperwork involved in obtaining federal government positions; for example, the book includes samples of the KSAs as well as the "resumix" often required to apply for federal positions. A word of advice from Editor Anne McKinney: "If you want to enter the legal and paralegal field or advance in the industry, you don't need just any resume book. You need an industry-specific resume book! You will love this book targeted specifically to the legal and paralegal field. Every resume and cover letter we put in a Real-Resumes Series book has been tested and proven in the real job market. Don't play games with your career. Your choice of a resume book is one of the most important career decisions you will ever make." Praise for books in the Real-Resumes Series: "Distinguished by its highly readable samples." - Library Journal "These excellent new guides don't just provide the usual coverage on how to write a resume. They provide industry-specific examples, industry-specific tips and cautions, and industry-specific strategies based on real-world resumes. Since many technical types aren't writers, this comes as a special gift; select a winning format, plug in your background specs, and away you go. It's that easy--with Real-Resumes in hand."-- The Midwest Book Review Testimonials from people who successfully used this book: "After law school graduation, it was so helpful to see the great examples in the Real-Resumes books. At last there's a specialized book for us folks in the legal field." P. Spady "I wasn't sure what to show and how to show it when I tried to write my resume after becoming a Paralegal. Thanks to the Real-Resumes Series, I learned how to show off my internships as well as my non-related experience. And I discovered the technique for writing cover letters." J. Custechehe "What's a resumix and what's a KSA? That was my question before I found the Real-Resumes Series. Now I know how to prepare the paperwork needed to apply for federal government positions." A. Chin

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