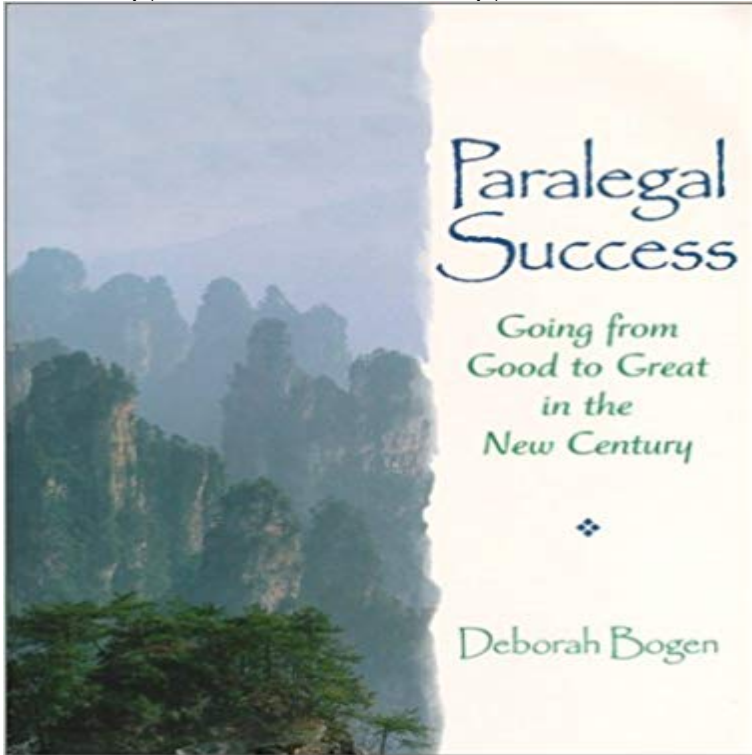


Paralegal Success: Going from Good to Great in the New Century



Featuring an insiders look at the profession of paralegalism, this book is a thoughtful, hands-on, real-life guide to creating and succeeding at a legal career. It includes tools that will help the reader assess their skills, their employer, and their chances for success in a particular legal setting, enabling them to become true professionals with top-notch skills and a resume to match. What does it mean to be a paralegal. Time to get the job. Your first day, week, and month on the job. Organizing your work life. Performance evaluations. Secrets of success. How to effect change. Continuing education. Law office politics. Your five year plan and other career builders. Paralegal makes partner. Beyond the law office. Computers. Family, health and happiness. For paralegals just starting out, paralegals in the middle of their careers who need a boost, and senior paralegals ready to move into a new position.

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