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Real Resumes For Legal And Paralegal Jobs

Michael Rajnik



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Real-resumes for Legal and Paralegal Jobs Anne McKinney, 2004 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 covers used by real people to obtain legal and paralegal jobs Resumes and covers 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 the most experienced lawyers and paralegals in the profession A bonus of this book is that it includes samples of paperwork involved in getting federal government jobs specialized resumes and the federal resumix as well as the write ups for the Knowledge Skills and Abilities KSAs which are often required for government positions This book will show legal industry professionals how to maximize their career potential get federal positions and change fields if they want to

Real-resumes for Legal & Paralegal Jobs Anne McKinney, 2004 Editor Anne McKinney Reviews and Excerpts 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 Distinguished by its highly readable samples Library Journal 1 885288 38 7

Real-Resumes for Customer Service Jobs Anne McKinney, 2005 Getting jobs in the customer service field will be easier with this book which gives nearly a hundred sample resumes along with the cover letters that introduced the resumes to potential employers Those who seek employment in any industry will find valuable advice in this book If you are restructuring or revising your resume you will find the help you need when you discover this book which focuses on the language and employment history of folks in the customer service business The book was created based on the experiences of hundreds of job hunters over a 10 year period Learn how successful people in the customer service field presented themselves to potential employers

Real-resumes for U.S. Postal Service Jobs Anne McKinney, 2004 Sample resumes and forms filled out so that you will see the documents real people used to find employment in the postal service

Real-resumes for Supply & Logistics Jobs Anne McKinney, 2006 If you've been working in a specialized field like supply or logistics you really yearn to see sample resumes and cover letters of job hunters who have a similar background to yours These resumes and cover letters were used in real job campaigns and they speak the language of supply and logistics You will gain insights into how to use the specialized language of supply and logistics and actually translate technical concepts of the supply and logistics field into language that can be easily understood

Real-resumes for Engineering Jobs Anne McKinney, 2004 Civil engineers mechanical engineers structural engineers marine engineers chemical engineers

systems engineers and engineering support personnel have a lot in common when they want to create a resume and this book shows resumes and cover letters of individuals who want to work in the field For those who seek federal employment there s a special section showing how to create federal resumes and government applications 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 1 885288 42 5

Real-Resumes for Firefighting Jobs Anne McKinney, 2004 When firefighters and emergency medical technicians prepare their resume and other materials needed to explore employment opportunities they realize that they have a unique background At last there is a resume book that shows firefighters how to best present their qualifications credentials licenses experience volunteer work education and training affiliations and other information Would be firefighters as well as experienced firefighting professionals will find outstanding samples of resumes and cover letters that worked for real people in their field A special section of the book shows firefighters how to apply for government jobs and how to write the specialized resumes needed to apply for federal employment As part of that section on the federal hiring process the book shows how to write KSAs statements describing Knowledge Skills and Abilities This is a highly specialized title for a highly specialized field and for the very special people in that field

Real-resumes for Safety and Quality Assurance Jobs Anne McKinney, 2005 Job hunters aiming for employment in the safety and quality assurance field will welcome this resource for resume and cover letter preparation The 192 page book gives valuable tips on interviewing but the the meat of the book is the section containing samples of resumes and cover letters used by real people to gain employment related to safety and quality assurance

Real-resumes for Real Estate & Property Management Jobs Anne McKinney, 2006 When you have worked in the real estate industry or property management field you need to see pictures of resumes from others with similar backgrounds How much does it help you to look at resumes of nurses CEOs or teachers when you come to change fields or seek employment At last there is a book of resumes and cover letters tailored to your needs See how professionals like you have shown their credentials and how they have used the specialized lingo of your field This is YOUR resume book written especially for you if your background includes experience in real estate or property management or if you are trying to enter those fields for the first time A book written just for you by one of the most knowledgeable writers and editors who has specialized in helping job hunters

Real-resumes for Jobs in Nonprofit Organizations Anne McKinney, 2004 Ask people who have worked in a nonprofit organization about resume preparation and they will tell you that resumes and cover letters for their particular needs are highly specialized That s why this book will be of enormous value to those who seek employment in the nonprofit world or who want to transition out of the nonprofit world and want to present their experience in nonprofit environments The book includes resumes for folks who have worked in national trade associations and in nonprofit environments such as the United Way Salvation Army the American Cancer Society and many similar organizations A special section on the federal hiring

process also shows the reader how to apply for federal government employment and there are samples of the specialized resumes and applications used in the federal hiring process So whether you are entering the nonprofit arena transferring skills out of the nonprofit world or seeking federal employment you will find this book useful Real-resumes for Administrative Support, Office & Secretarial Jobs Anne McKinney,2004 Those who seek jobs in the office support field will find this book to be a valuable resource Office managers administrative assistants executive aides and other office support personnel have a lot of common when they create a resume and this book shows resumes and cover letters of individuals who want to find work ranging from office management to clerical No matter what industry or type of work medical manufacturing nonprofit and other environments this book will provide a competitive edge to those who seek employment which involves admin support executive support clerical and secretarial responsibilities For those who seek federal employment theres a special section in the book showing how to create federal resumes and government applications

Real-resumes for Sports Industry Jobs Anne McKinney,2004 When an individual wants to find employment in the sports world he or she finds that job hunting can be highly specialized This book shows resumes and cover letters used by people such as a high school coach tennis professional golf professional teaching pros in all sports and many others College graduates with degrees in Physical Education also are included and many of them found their way into teaching positions If you want to work in sports marketing but have no experience you will find helpful examples of resumes and cover letters which were used by real people to launch their careers with major sports teams Those who have worked in the sports industry and want to transition out of the field will also find helpful examples of resumes and cover letters Whether you are a teaching professional player marketing professional or other sports industry professional you will find useful examples of resumes and cover letters in this book

Start Your Own Law Practice Judge William Huss,2005-11-01 After years of school and maybe even after some years of practice you are ready to be the boss You want to hang out your shingle and open an office of your own But running a profitable business takes more than just being a great attorney Start Your Own Law Practice provides you with the knowledge to be both a great lawyer and successful business owner Whether you are looking to open a sole practitioner s office or wanting to go into partnership with other colleagues picking the right location hiring the right support staff and taking care of all the finances are not easy tasks With help from Start Your Own Law Practice you can be sure you are making the best decisions for success Don t let a wrong choice slow down your progress Find advice on Creating a Business Plan Managing the Office Raising Capital Billing and Fees Marketing Your Firm Building a Client Base Preventing Malpractice Suits Keeping an Eye on the Goal With checklists sample letters and law office forms Start Your Own Law Practice teaches you all the things they didn t in law school and gives you the confidence to go out and do it on your own

Job Searches Beyond the Big Cities Sarah Egan Fuller,2008 Discusses strategies to find jobs in medium and smaller cities and towns and discusses interviewing search tools to seek out employment options applications and more **Job**

Hunters Sourcebook 6 Gale Group, 2004-07 Job Hunter's Sourcebook pulls together all the research and resources needed for a successful job hunt into one central place. Included in this edition are 13,867 entries. Entries may appear in multiple sections. Part One profiles 216 high interest professional and vocational occupations from accountant and aircraft mechanic to sports official and stockbroker. A Master List of Profiled Professions lists alternate popular synonymous and related job titles and links them to the jobs profiled, providing quick access to information sources on specific occupations by all their variant names. Entries contain complete contact information and are arranged by type of resource. Part Two serves as a clearinghouse in organizing the wide ranging information available to today's job seeker. It features such topics as resume resources, alternative ways to work and opportunities for a diverse work force. Sources of Essential Job Hunting Information addresses 32 employment topics such as resume writing, interviewing skills, employment issues for disabled workers, working from home and electronic job search information. Each category features a multitude of sources including reference works, online and database services, software programs and more. Entries contain complete contact information. Also included is The Index to Information Sources which alphabetically lists all of the publications, organizations, electronic resources and other sources of job hunting information.

Paralegal Career Starter, 2006 The paralegal profession is among the fastest growing careers in the United States. Working as a paralegal offers an exciting career in law without the expensive and lengthy schooling required to become an attorney. But because a paralegal does many of the same things as a lawyer, proper training is essential. This practical guide offers step by step advice on getting the best training and making the smart career choices that will lead you to a top salary with the right firm.

Real-resumes for Students Anne McKinney, 2000 Instructs college students on presenting their work experiences from part time summer jobs to internships in a professional manner designed to display strengths to future employers.

Job Hunter's Sourcebook Bohdan Romaniuk, 2008-06 Where to Find Employment Leads and Other Job Search Resources

Real-resumes for Police, Law Enforcement & Security Jobs-- Anne McKinney, 2002 Title shows resumes and cover letters of people who wish to enter the police, law enforcement and security fields. The most effective job hunting strategies are revealed and there is also a section which discusses how to transfer police law enforcement and security skills into other industries. There are more than 100 real resumes and cover letters shown as examples and the purpose of the book is to give models or examples for people to use in creating their own resumes and cover letters designed to obtain employment in security, police or law enforcement. Resumes shown include those of fireman, policemen, police chief, corrections officer, detective, deputy sheriff, police captain, security guard, personal protection specialist and many others.

Clearinghouse Review, 1994

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