



Paralegal Job Hunters Handbook: From Internships To Employment

Deborah E. Bouchoux, Susan M. Sullivan

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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
- 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 Instructor’s 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

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