

Internships Through Employment: The Paralegal Job Hunter's Handbook

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 and#8212; internships, finding the right permanent job, and ensuring success in the workplace and#8212; 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 and#8220;no referenceand#8221; 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 Instructorand#8217;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 *Instructor's Manuals are a professional courtesy offered to professors only. For more information or to request a copy, please contact Wolter's Kluwer Law andamp; Business at 800.529.7545 or examcopy@wolterskluwer.com.

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