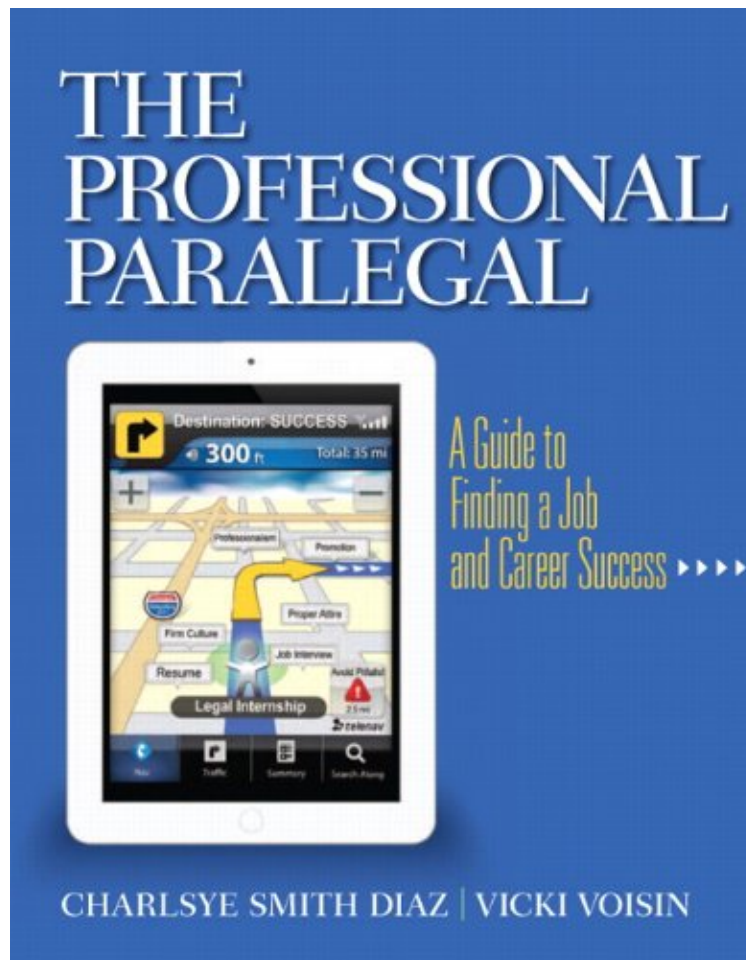


The Professional Paralegal: A Guide to Finding a Job and Career Success

Charlsye Smith Diaz, Vicki Voisin
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PROFESSIONAL PARALEGAL, THE: A GUIDE TO FINDING A JOB AND CAREER SUCCESS covers more than just how to land a job, it shows how to prepare for and build a paralegal career. Taking a practical approach, it explains the dynamics of working in the legal environment, identifies the purpose and payoff to continual professional development, and offers strategies for working collaboratively with attorneys and others drawn into a case. Each chapter integrates ethics tips, checklists for success and end-of-chapter questions. Covering a full range of career issues, it offers advice on how to land your first paralegal job, develop marketable workplace habits and establish yourself in the paralegal profession.

About the Author Charlsye Smith Diaz, Ph.D. is the coordinator of professional writing at the University of Maine, where she teaches courses in grant writing, technical editing, document design, and communication for small business and non-profits. She works with the National Association of Legal Assistants/Paralegals Advanced Paralegal Certification specialty training program.