

The Street-Smart Paralegal's Guide to:

Getting a Job
With a Lawyer or Law Firm



Tina Khera

List of Links

“Getting the Resume Together” Section

“Proofread Until Your Eyes Bleed” Meme Reference:	http://weknowmemes.com/2013/02/resume-prank/
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“Prepare Your LinkedIn Profile” Section

LinkedIn Website:	http://www.linkedin.com/
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Wikipedia Article re LinkedIn:	http://en.wikipedia.org/wiki/LinkedIn
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LinkedIn Resume Builder:	http://resume.linkedinlabs.com/
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LinkedIn For Dummies Cheatsheet:	http://www.dummies.com/how-to/content/linkedin-for-dummies-cheat-sheet.html
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Article Explaining How to Prepare Your LinkedIn Profile:	http://leaderswest.com/2013/02/02/how-to-complete-your-profile-on-linkedin-and-why-it-matters/
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“Don’t Forget the Cover Letter!” Section

Martin Yates <i>Knock ‘Em Dead</i> Series:	https://knockemdead.com/
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Marky Stein’s <i>Fearless Career Change</i>:	http://www.markystein.com/bookreviews.html
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Charlie Drozdyk’s <i>Jobs That Don’t Suck</i>:	http://www.randomhouse.com/book/42945/jobs-that-dont-suck-by-charlie-drozdyk
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Bitter Lawyer Blog Post – “Responding to a Form Cover Letter”:	http://www.bitterlawyer.com/responding-to-a-cover-letter/
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“A Little Creativity Doesn’t Hurt” Section

GoDaddy:	http://www.godaddy.com/
Weebly:	http://www.weebly.com/
Hostgator:	http://www.hostgator.com/
Productivity Portfolio’s Resources for Converting Microsoft Word Files to HTML (Explains how to upload your resume or CV as a web page):	http://www.timeatlas.com/5_minute_tips/chunkers/resources_for_converting_microsoft_word_files_to_html
tinakhera.com “About” Page:	http://www.tinakhera.com/about-tina.html
EFax:	http://www.efax.com/
Unityfax:	http://unityfax.com/
My Website (Sample Disclaimer is at the bottom):	http://www.tinakhera.com/

“It’s All About People” Section

The Paralegal Society:	http://theparalegalsociety.wordpress.com/
National Association of Legal Assistants (NALA):	http://www.nala.org/
What Color Is Your Parachute? Online:	http://www.jobhuntersbible.com/
Ramit Sethi’s I Will Teach You to Be Rich Blog:	http://www.iwillteachyoutoberich.com/blog
The Get Rich Slowly Blog:	http://www.getrichslowly.com/
Ramit Sethi’s Guest Post on Get Rich Slowly:	http://www.getrichslowly.org/blog/2008/10/12/the-best-20-youll-ever-spend/
Martindale-Hubbell:	http://www.martindale.com/
AVVO:	http://www.avvo.com/find-a-lawyer

"It's All About People" Section

ABA Directory of State Bar Associations:	http://shop.americanbar.org/eBus/ABAGroups/DivisionforBarServices/BarAssociationDirectories/StateLocalBarAssociations.aspx
Yelp:	http://www.yelp.com/
LawyerRatingz:	http://www.lawyerratingz.com/
PissedConsumer:	http://www.pissedconsumer.com/
Findlaw:	http://lp.findlaw.com/
Google Scholar's Legal Opinions and Journals:	https://scholar.google.com.ph/schhp?hl=&sourceid=navclient-ff
Set a Google alert:	https://www.google.com/alerts

"Make Use of Transition Periods" Section

Kelly Law Registry:	http://www.kellyservices.us/US/About-Us/Legal-Workforce-Solutions/#.VHftNtKUcuc
Special Counsel:	http://www.specialcounsel.com/
Robert Half Legal:	http://www.roberthalf.com/legal/
Microsoft Office Tutorials:	http://office.microsoft.com/en-us/training/

"A Word of Caution" Section

The American Bar Association – <i>State Definitions of the Practice of Law:</i>	http://www.americanbar.org/content/dam/aba/migrated/cpr/model-def/model_def_statutes.authcheckdam.pdf
AVVO:	http://www.avvo.com/find-a-lawyer
Yelp:	http://www.yelp.com/
LawyerRatingz:	http://www.lawyerratingz.com/

“Using LinkedIn Effectively” Section	
Todd Gravseth Article - <i>Lying LION of LinkedIn:</i>	http://www.patrickomalley.com/todd-gravseth-lying-lion-linkedin.html
Stacy Donovan Zapar Article - <i>LinkedIn Invitations: Everything You Need to Know (and Then Some!):</i>	http://theundercoverrecruiter.com/linkedin-invitations/
“The Power of Twitter” Section	
Hubspot Article – <i>Twitter Accounts with a Profile Picture Have 10 Times More Followers Than Those Without:</i>	http://blog.hubspot.com/blog/tabid/6307/bid/5811/Twitter-Accounts-with-a-Profile-Picture-Have-10-Times-More-Followers-Than-Those-Without.aspx
Gerry Moran’s Website:	http://marketingthink.com/
Susan Adams Forbes Magazine Article:	http://www.forbes.com/sites/susanadams/2012/11/30/4-ways-to-use-twitter-to-find-a-job/
Jobvite.com Blog Post – <i>How To Get A Great Job Using Twitter:</i>	http://www.jobvite.com/blog/how-to-get-a-great-job-using-twitter/
New York Post Article – <i>Job hunt is now ‘social’ activity:</i>	http://nypost.com/2013/03/10/job-hunt-is-now-social-activity/
Wall Street Journal Blog Post April 2013 – <i>Using Social Media to Find a Job: A WSJ Twitter Chat:</i>	http://blogs.wsj.com/atwork/2013/04/12/using-social-media-to-find-a-job/
TweetMyJobs:	http://www.tweetmyjobs.com/job-seeker
LinkedIn:	http://www.linkedin.com/

“You’ve Scored An Interview!!!” Section

Salary.com:	http://www1.salary.com/Paralegal-I-Salary.html
Glassdoor.com:	http://www.glassdoor.com/Salaries/us-paralegal-salary-SRCH_IL.0,2_IN1_KO3,12.htm
Salary of a Paralegal:	http://www.glassdoor.com/Salaries/us-paralegal-salary-SRCH_IL.0,2_IN1_KO3,12.htm
Fiverr.com:	https://www.fiverr.com/

“During the Interview” Section

Best-Job-Interview.com – <i>Interview Questions and Answers often begin with:</i>	http://www.best-job-interview.com/interview-questions-and-answers.html
Paralegal Interview Questions:	http://www.best-job-interview.com/paralegal-interview.html
Best-Job-Interview.com:	http://www.best-job-interview.com/paralegal-interview.html
Martin Yates <i>Knock ‘Em Dead</i> Series:	https://knockemdead.com/

“Congrats, You Got An Offer! Or Two, Or Three...” Section

How to Accept and Decline Job Offers Article:	http://lifehacker.com/how-to-accept-and-decline-job-offers-498466080
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