

Central Florida Paralegal Association, Inc.
presents
GETTING STARTED:
Preparing For Your New Paralegal Career

Tip the scales in your favor during your job interview by being prepared with a professional resume and improved interviewing skills.



Have your resume reviewed and get immediate feedback, join in discussion of appropriate interview attire, behavior, and prepare for those tough interview questions with interview samples and discussion topics to avoid.

Who should attend: ALL legal studies students from all schools especially those preparing to graduate seeking an entry-level job as a legal assistant or paralegal

WHEN: Saturday, March 26, 2011
11:30 a.m. – 1:00 p.m.
Registration begins at 11:00 a.m.

TOPICS:

1. What Legal Administrators look for on a resume (Patricia A. McLeod, CLM, Administrator for McDonald Toole Wiggins, PA)
2. Dress for Success
3. What to ask & what to avoid during the interview (Lori Parente)
4. Body language - What can turn off an interviewer. (Lori Parente)
5. After the interview, how to follow up. Michael P. Christian
6. Instant resume feedback

WHERE: Keiser University
5600 Lake Underhill Road Orlando, Florida 32807
Free Parking – RSVP at least 48 hours prior

COST: **FREE* to all legal studies students**

BRING: Your resume, cover letter & current schedule from school*

NAME: _____

ADDRESS: _____

SCHOOL ATTENDING: _____

CFPA MEMBER? YES _____ NO _____



*For FREE admission to this event, please bring a copy of your CURRENT course schedule which indicates you are taking at least TWO law-related courses OR an unofficial copy of your transcript which shows successful completion of at least TWO law-related courses in the previous semester. \$20.00 registration fee without schedule.