THE CONTINUING LEGAL EDUCATION COMMITTEE OF CFPA PROUDLY PRESENTS

"How to Get a Start on Your Paralegal Career and Excel at It!"

TOPICS:

Resume and Cover Letter Basics

What Legal Administrators look for on a Resume

Now that you have that interview, how should you dress?

After the interview, how to Follow Up

SPEAKERS:

Kimberly Rogov, MHR, SPHR

Pat McLeod, Office Administrator of McDonald, Toole & Wiggins, P.L.

Michael P. Christian, CPA

This seminar has been approved for **3.0 hours of Non-Substantive/Professionalism credit** from NALA and may be used by Florida Registered Paralegals.

Date: Saturday, February 04, 2012

Time: 9:00 a.m. to 1:00 p.m. Check-in begins at 8:30 a.m.

Place: Keiser University 5600 Lake Underhill Rd. Orlando, FL 32807 PARKING IS FREE

Cost: FREE to CFPA members and Students $20.00 for NonMembers or NonStudents

Bring non-perishable food items to benefit Second Harvest Food Bank &
Get 1 free raffle ticket with your food donation!

REFRESHMENTS PROVIDED BY CFPA

Mail this registration form with your payment to the address provided below OR register and pay online at http://cfpainc.org/cleseminars.html. Mail in registration even if you elect to pay by credit card online.

NAME as it will appear on your Certificate of Attendance: _____

ADDRESS: _____

PHONE: _____ ***EMAIL:*** _____

CFPA MEMBER _____ ***NON-MEMBER*** _____ **CP** _____ **ACP** _____ **FRP** _____ **FCP** _____**OTHER** _____

METHOD OF PAYMENT: ***Cash at the door*** _____ ***Check/Money Order*** _____ ***Credit Card Online*** _____
_____***If paying by cash, EXACT CASH ONLY will be accepted.***_____

Cancellation/Refund Policy: If you are unable to attend a seminar that you have pre-registered for and wish to receive a refund of your paid seminar fee, you must cancel your attendance within 2 business days prior to the event by emailing or calling the CLE Chair at the email address and/or phone number provided below.

Please make checks payable to CFPA, Inc. (or use PayPal on website: http://cfpainc.org/cleseminars.html)

Mail payment and individual registration forms to: Marisa L. Green, CP, 2342 Ehrler Lane, Winter Park, FL 32792
QUESTIONS: (407) 443-5241 or Email: CLEChair@cfpainc.org