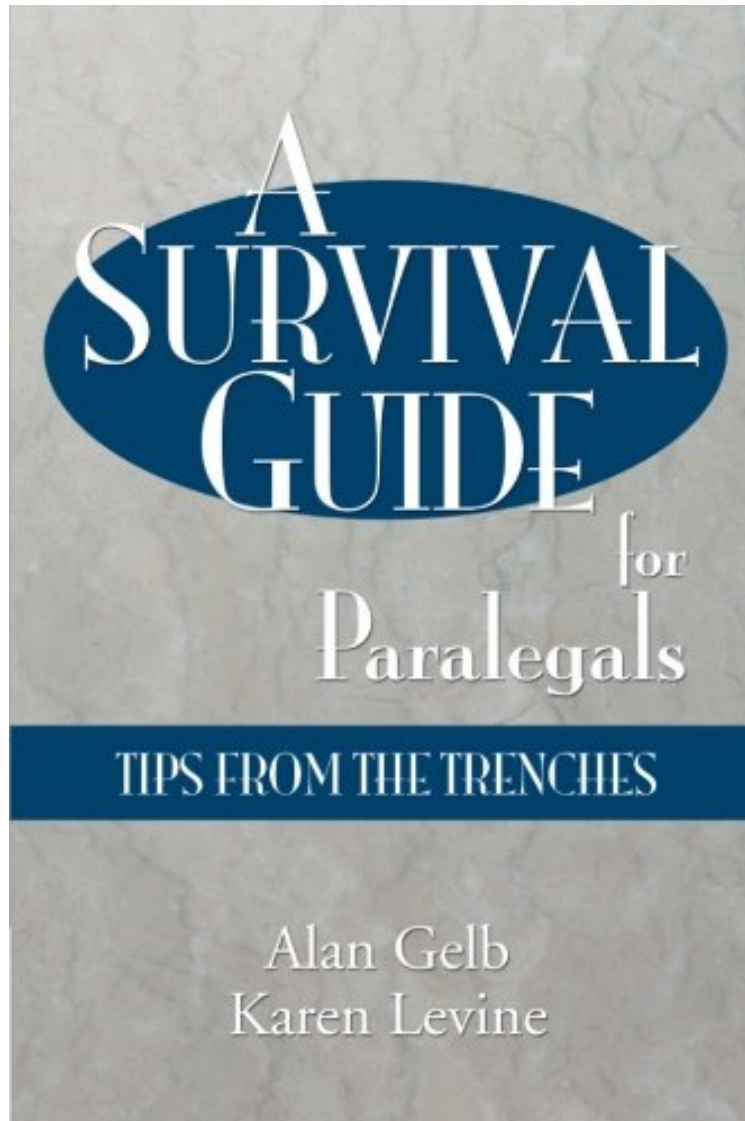


(Mobile pdf) A Survival Guide for Paralegals: Tips from the Trenches (Paralegal Reference Materials)

A Survival Guide for Paralegals: Tips from the Trenches (Paralegal Reference Materials)

Alan Gelb, Karen Levine

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The Survival Guide for Paralegals: Tips from the Trenches, by Karen Levine and Alan Gelb, offers hundreds of tried and true tips from successful legal professionals on how to "survive" your job. The book discusses paralegal work issues, dress, asking for a raise, and office politics in a highly motivating, fun, and empathetic way. From research and interviews to administrative responsibilities and time management, this book is a resource of user-friendly and user-tried hints.

About the Author Alan Gelb holds dual master degrees in Writing and Education and is a member of Writers Guild of America and PEN International. He has written many professional and consumer works and his Survival Guides have been highly successful. Karen Levine and Alan Gelb are a husband/wife team who write many professional and consumer works. They work in conjunction with an industry professional. Their Survival Guides have been highly successful.