

## **COLLEGE OF DUPAGE LIBRARY**

### **COLLEGE & CAREER INFORMATION CENTER**



# **PARALEGAL CAREER**

The resources listed below are available in the **COLLEGE & CAREER INFORMATION CENTER (CCIC)**, an area at the top of the stairs, upper level of the library. Some titles check out, others are for use in-library only and are so indicated. Below is only a sample of the many resources available. By browsing the shelves in the call number area indicated below, you are sure to find even more helpful books and videos! Don't forget to use the career databases and internet sites linked through Jobs/Careers/Colleges from the Library's Home Page at <http://www.cod.edu/library/services/jobcollege.htm> for more information about careers and jobs in the paralegal field.

#### **CAREER GUIDES: General Law**

##### **Career Opportunities in Law and the Legal Industry**

CCIC KF 297 .E245 2007 (Check-out and Room Use Only copies)

##### **Careers for Legal Eagles & Other Law-and Order Types**

CCIC KF 297 .Z9 C358 2005 (Check-out and Room Use Only copies)

##### **Careers in Law**

CCIC KF 297 .M86 2004 (Check-out and Room Use Only copies)

##### **Vault Guide to Corporate Law Careers**

CCIC KF 299 .I5 E416 2003 (Check-out copy)

#### **CAREER GUIDES: Paralegal**

##### **Behind the Bar : Inside the Paralegal Profession**

CCIC KF320.L4 A87 2004 (Check-out copy)

##### **Choosing a Career as a Paralegal**

CCIC KF320.L4 C44 2001 (Check-out and Room Use Only copies)

##### **The Everything Guide to Being a Paralegal: Secrets to a Successful Career!**

CCIC KF320.L4 S365 2006 (Check-out and Room Use Only copies)

##### **Fifty Legal Careers for Non-Lawyers**

CCIC KF 320 .L4 F87 2008 (Check-out copy)

##### **Hot Jobs & Amazing Careers: Smart Moves for Paralegals**

CCIC KF 320 .L4 E766 2007 (Check-out copy)

**A Guide to a Successful Career as a Paralegal or Legal Staff Member**  
CCIC KF320.L4 G84 2006 (Check-out and Room Use Only copies)

**Lessons from the Top Paralegal Experts: the 15 Most Successful Paralegals in American and What You can Learn from Them**  
CCIC KF320.L4 B786 2008 (Check-out copy)

**Leveraging with Paralegals: Setting the PACE of the Future** (Videorecording)  
CCIC KF320.L4 L494 2000 (Check-out copy)

**Opportunities in Paralegal Careers**  
CCIC KF 320 .L4 F56 2005 (Check-out and Room Use Only copies)

**Paralegal Career for Dummies**  
CCIC KF 320 .L4 H37 2006 (Check-out copies)

**Paralegal Career Guide**  
CCIC KF 320 .L4 E77 2002 (Check-out copies)

**Paralegal Career Starter**  
CCIC KF 320 .L4 S68 2006 (Check-out and Room Use Only copies)

**Paralegal Careers**  
CCIC KF320.L4 S357 2000 (Check-out copy)

**Paralegals: Enhancing Practice, Professionalism & Profitability** (Videorecording)  
CCIC KF320.L4 P373 2000 (Check-out copy)

**The Practical Paralegal: Strategies for Success**  
CCIC KF320.L4 B68 2006 (Check-out copies)

## **TESTS, JOB HUNTING & RESUMES**

**How to Land Your First Paralegal Job**  
CCIC KF 320 .L4 W34 2009 (Check-out copy)

**Internships Through Employment: the Paralegal Job Hunter's Handbook**  
CCIC KF 320 .L4 B676 2008 (Check-out copy)

**Job Placement Strategies for Paralegals**  
CCIC KF 320 .L4 P53 2007 (on reserve)

**NALP Directory of Legal Employers**  
CCIC KF 297 .A1 D573 (Current ed. Room Use Only; previous ed. circulates)

**Paralegal Advanced Competency Exam: PACE Study Manual**  
CCIC KF320.L4 P3735 2008 (Check-out copy)

**Real-Resumes for Legal & Paralegal Jobs**  
CCIC KF 297 .R435 2004 (Check-out copy)

**Resumes for Law Careers**  
CCIC KF 297 .Z9 R47 2008 (Check-out and Room Use copies)

**Vault Guide to the Top Chicago & Midwest Law Firms**  
CCIC KF 193 .C5 V38 (Current ed. Room Use Only; previous ed. circulates)

**Vault Guide to the Top Government and Nonprofit Legal Employers**  
CCIC KF 299 .G6 L47 (Check-out copy)

## **ALSO PAMPHLETS AND CLIPPINGS:**

**Blue Notebook Labeled: Law Careers Career Monographs:**  
376 Paralegal/Legal Assistant