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## RESOURCES FOR FINDING PARALEGAL INTERNSHIPS

These three titles from the COD College and Career Center library are focused on job search strategies, but could also be used for searching for internships.

### **How to Find a Job as a Paralegal: A Step-by-Step Job Search Guide**

CCIC KF 320 .L4 K57 1996 (Check-out copy)

### **How to Land Your First Paralegal Job**

CCIC KF 320 .L4W34 2005 (Check-out copy)

### **Job Placement Strategies for Paralegals**

CCIC KF 320 .L4 P53 2007 (Check-out copy)

In addition, the legal reference area of our library has a copy of *Sullivan's Law Directory*, *Martindale-Hubbell Directory for Illinois*, and the *2009 DuPage County Bar Association (DCBA) Member Directory*, all of which have listings of area attorneys. The *DCBA Member Directory* lists law firms by practice area at the end of the volume, so you can decide what practice area you want to focus on and contact attorneys who are concentrating in that area.

Looking for an internship is much like looking for a job. Don't underestimate the power of networking. Most jobs and internships are found by networking. Pay more attention in conversations when someone mentions the word "attorney" and see if you can follow up with an inquiry about the name of the attorney in order to make an internship inquiry. Ask everyone you know if they know any attorneys. Ask friends, family members, customers or clients of your present place of employment (if you are working now), neighbors, friends from church or other activities you participate in, parents of your children's' friends, etc. Then contact the attorneys they know and ask these attorneys if they would give you an opportunity to intern in their office, at no charge, to help you complete your Paralegal Studies degree and give you hands-on law office experience.

Lawyers usually are open to the idea of helping a student continue his or her education, especially if the lawyers can obtain free assistance from a student paralegal who has completed most of the coursework for a paralegal degree. However, some lawyers might say that they aren't very busy right now and don't need the help of an intern. If that happens, respect that answer and move on. In addition, some lawyers might tell you that they don't have time to supervise and train an intern. If you hear that, you need to express appreciation for their considering the possibility, and keep trying elsewhere.

**PERSISTENCE PAYS OFF!**