

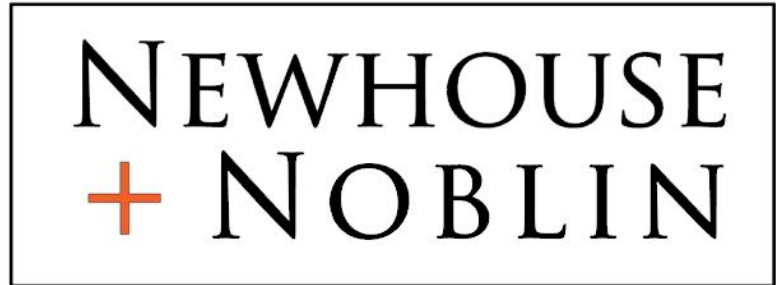
PARALEGALS CONNECT

§§§ QUARTERLY MAGAZINE §§§

Third Quarter

September 2022

Issue No. 17



LEGAL AND EXECUTIVE SEARCH

Paralegals Connect + Newhouse Noblin

Taking Your Paralegal Career to a Whole New Level!

Not Just Placement Experts, Paralegal Experts

Finding the ideal candidate in a legal or executive search isn't just about credentials — it's about chemistry. It's about matching compatible people and companies to make placements that last. At Newhouse + Noblin, we focus on building relationships and are not interested in short-term fixes.

LEGAL SEARCH



EXECUTIVE SEARCH

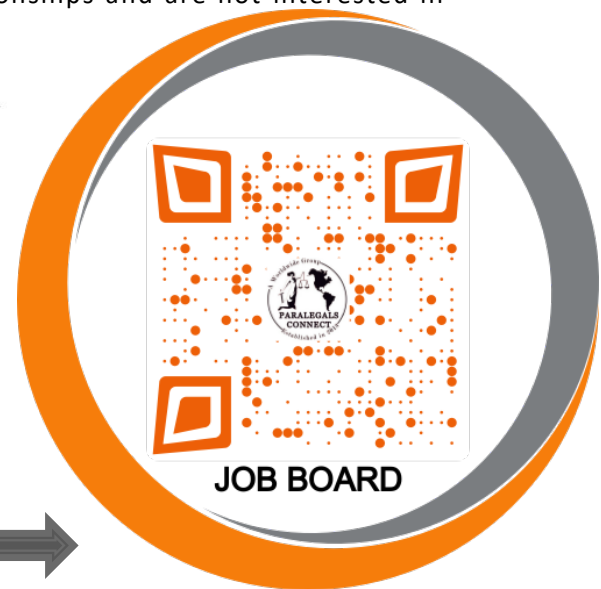


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www.paralegalsconnect.com/merchandise-store.html

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What Questions Do You Have for Us?

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By: Holly A. Sheriff, MSLS, MMC, CCC, PCC, LPCC, CPP

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Best Virtual Paralegal LLC



MEET THE FOUNDER OF PARALEGALS CONNECT

Crystal Cornett is the busy woman behind the scenes at Paralegals Connect. She works hard to keep our groups a professional and helpful social media platform. Crystal is constantly creating ideas to help paralegals, future paralegals, and future attorneys to succeed in the legal industry!

Paralegals Connect was created in 2013 by Crystal Cornett and has grown significantly since that time. Our groups provide information and support at every stage of your legal career.

Crystal Cornett, Founder of Paralegals Connect

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[Phone/Text 832-696-9315](tel:832-696-9315)



Crystal is a Paralegal with over 18-years of experience in the legal industry. She earned her Paralegal Certificate from University of Houston in March 2006. Crystal received her degree from Center for Advanced Legal Studies in 2010. She is a member of the Lambda Epsilon Chi National Honor Society for Paralegal / Legal Assistant Studies (LEX).

Crystal has practiced in Family Law, Elder Law, Probate, Guardianships, Health Law, Social Security, and heavy litigation in Intellectual Property and Bankruptcy, and residential and commercial Real Estate. Crystal also serves on the Program Advisory Committee (PAC) for Center for Advanced Legal Studies.

In February 2022, Crystal resigned from her position as a real estate paralegal after working in a law office for 18 years. In March 2022, Crystal started a new career with Newhouse + Noblin as a paralegal recruiter to continue her passion to support paralegals and the legal community.



**Making BIG changes in 2022
From Real Estate Paralegal to Paralegal Recruiter**

MEET THE FOUNDER OF PARALEGALS CONNECT

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Not Just Placement Experts, Paralegal Experts

Finding the ideal candidate in a legal or executive search isn't just about credentials — it's about chemistry. It's about matching compatible people and companies to make placements that last. At Newhouse + Noblin, we focus on building relationships and are not interested in short-term fixes. Yes, we work fast, but we never cut corners. We're thorough and efficient, putting our expertise to work for you to find the right fit. We give our clients attention, results and value that are unmatched by our competitors.

Testimonials from Recently Placed Candidates

"Crystal is not just a recruiter; she is also an advocate of anyone seeking a legal career. She patiently and promptly answered all my questions, shared her many years of experience with me, and provided insightful advice to help me become a competitive candidate. Crystal is also incredibly thorough and proactive. Not only did she explain in detail the company background and the job description, but she also analyzed and researched on the company culture to make sure all her recommendations were tailored for me. She took into consideration my expectations and the career I wish to pursue and provided tremendous support in securing my recent offer. I'd love to continue to work with Crystal at New House + Noblin!" — Jessica L.

"Rippling effects of the pandemic and economic conditions found me in a conference room with HR and hearing the dreaded words: "there is not sufficient work to support your position, we are going to have to let you go." I saw the writing on the wall, but still wondered what now? I secured a local part-time job and a temporary contract position. Thus, I began the search for a permanent position through the various online job boards, along with keeping up with the trend on the Paralegal Network on LinkedIn. A former colleague and good friend were contacted by Crystal Cornett of Newhouse Noblin about corporate paralegal opportunities. My friend told Crystal about me, and we connected. I sent Crystal my resume and we talked about my skills, experience, and salary expectations. I discussed my concerns about being a seasoned paralegal with strong skills in Public Finance and Corporate matters and looking for employment as a corporate paralegal in today's market. She helped me update my resume to reflect the benefits of my skills and experience in both practice areas. She also immediately informed me of positions that she thought I might be a viable candidate.

(Continued)

Together, we decided on positions that would be a good fit for me and her clients, along with a desired salary range. It seems immediately, but it may not have been, I was set up for a virtual interview and, shortly thereafter, an in-person interview. I am happy to say that Crystal and her team, at Newhouse Noblin, matched me with a great position as a corporate paralegal with a company that is excited to have me on their team. She helped me to prepare for the interviews and promptly notified me of the status and progress through to the final offer presentation. I felt extremely comfortable working with Crystal, and I am confident that her skill set expertly matched my experience with the skill set sought by her client. I am excited about my new position and strongly encourage candidates seeking a professional position that highlights your skills with employers of like mind to contact Crystal Cornett of Newhouse Noblin. On a side note, I mentioned the benefits of Paralegals Connect as a resource tool, in my interview for my new job, to collaborate on the latest and greatest in technology and resources for my position. Did it help swing the vote my way, I don't know, you be the judge."

- Brenda P., Corporate Paralegal

WHAT IS PARALEGALS CONNECT?

***“Our Groups are
Accelerating Paralegals,
Future Paralegals, and
Future Attorneys
Worldwide”***

Paralegals Connect was established in 2013 and we have grown significantly since that time. We now have four Facebook groups which are all dedicated to providing valuable information and support to succeed in the legal industry. Our groups provide support at every stage of your legal career.

Currently, our groups have approximately **35,000+ combined members worldwide.**



Website www.ParalegalsConnect.com

LinkTree <https://linktr.ee/ParalegalsConnect>

Paralegals Connect (Main Group) **(17,685 Members)**

www.Facebook.com/Groups/ParalegalsConnect

Our first and largest group created for paralegals and paralegals-in-the-making to interact with other paralegals worldwide and provide valuable information to succeed in the paralegal industry.

Paralegals Connect: Employment Board **(8,828 Members)**

www.Facebook.com/Groups/PCEmploymentBoard

A group designed for those seeking legal employment or internships, and for those seeking to hire legal professionals for their firm.

Virtual/Freelance Paralegals Connect **(4,112 Members)**

www.Facebook.com/Groups/Virtual.FreelanceParalegalsConnect

A group designed for Virtual and/or Freelance Paralegals and those intending to break free of their 8-5 to go out on their own.

Paralegals Connect: Study Group **(961 Members)**

www.Facebook.com/Groups/ParalegalsConnectStudyGroup

A group created for those attending a paralegal school or studying for a Paralegal Certification Exam where you can post questions about your legal studies.

Paralegals Connect: Instagram **(1,352 Followers)**

www.Instagram.com/ParalegalsConnect

#ParalegalsConnect

Paralegals Connect: Twitter **(253 Members)**

https://Twitter.com/ParalegalsCnnect

@ParalegalsCnnect

Paralegals Connect: Facebook Page **(1K+ Followers)**

www.Facebook.com/pg/ParalegalsConnect

Paralegals Connect: LinkedIn

Group: **https://www.linkedin.com/groups/9052061/** **(713 Members)**

Company Page: **https://www.linkedin.com/company/paralegals-connect**

Founder/Admin: Crystal Cornett: **https://www.linkedin.com/in/crystalcornett/**

www.ParalegalsConnect.com

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We would like to thank our Affiliate Partners who make it possible to print and distribute our Magazine to our members, various paralegal schools, and large firms throughout the U.S.

Becoming an Affiliate Partner with our groups offers worldwide visibility to approximately **35,000+ combined group members** in the legal industry.

****Only our Affiliate Partners are permitted to advertise within our Groups.***



Paralegals Connect is always looking for Affiliate Partners that can offer our paralegals, legal assistants, future paralegals, and future attorneys the skills and services to help them succeed in their legal careers. We strive to provide information to the latest resources, education, and cost-effective opportunities that will enhance the skills, knowledge, and competencies of our members.

To become an Affiliate Partner with Paralegals Connect, please contact Crystal@ParalegalsConnect.com for additional information or visit www.ParalegalsConnect.com/Become-an-Affiliate.html

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Center for Advanced Legal Studies was founded in 1987 to provide education and training for those seeking to enter the legal profession as a paralegal. The **Paralegal Certificate** program provides students with essential paralegal skills and includes courses such as Introduction to Law and Ethics, Legal Research and Writing, Interviewing and Investigation, Corporate and Business Law, Civil Procedure, Computers and the Law, Family Law, and Personal Injury. Students can choose from on-campus morning or Saturday courses or attend 100% online.



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Eunice Colón is the creator and owner of Ever So Creative. Eunice joined Paralegals Connect in May 2017 and since then added customized items to our Paralegals Merchandise Store including shirts, signs, cups, and jewelry.

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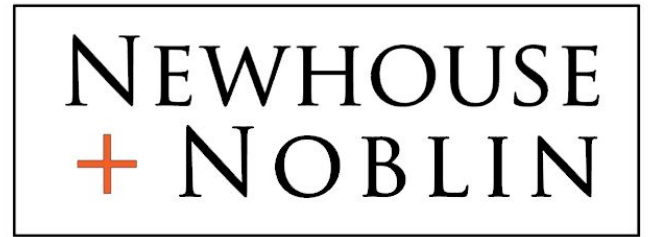
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How to Level-Up your Email Address from Cringeworthy to Credible

By: Tami Riggs

A strong correlation exists between the perceived quality of an applicant and the email address used. Think of your email address as an online business card. It is a vital piece of personal information and a primary means of contact. An email address is often seen as a reflection of professional identity, so it is worthwhile to consider how it will be regarded by others. Using a non-traditional address as your first touchpoint for employer interaction could directly impact your credibility.

When two people are equal in terms of background, experience, skills, and education, other fine points will be scrutinized – and that snazzy email name could be the deal-breaker! Bottom line: a person using 2hot4words@email.com may not be taken seriously or get the job. In my role as Director of Career Services, I have seen some cringeworthy name creations. I am baffled every time. A keen job seeker is best represented by an email address that is not overly “creative.”

While an email name is only a small part of the totality of your credentials and candidacy, it has great potential to impact your chances of getting hired if it is poorly conceived. There is a continuum from unprofessional to just not well done. Many job seekers overlook this important detail. They may lose first impression power simply by failing to integrate a respectful level of professionalism in their email name.

Emails, in any business setting, are a way to initiate, build, and maintain relationships. If you are seeking employment or advancement, networking for more meaningful career opportunities, or trying to expand your professional or business contacts, the contents of your correspondence should demonstrate that you are serious about your goals and aspirations – this includes your email address. It will be attached to every communication you send. Email addresses are included on resumes and cover letters and passed out socially. They become part of your public record and may be forwarded. They should always be respectful, well-envisioned, and showcase you favorably.



ABOUT THE AUTHOR: Tami Riggs is Director of Outreach and Career Services at [Center for Advanced Legal Studies](https://www.cals.edu/) in Houston, Texas. She has an extensive and varied professional background that spans criminal justice, paralegal education, and international school marketing and communication. Her career has been guided by a focus on developing strategic partnerships that facilitate school growth and student opportunity. She holds a Bachelor of Science Degree in Criminal Justice from Texas State University. Connect with Tami on [LinkedIn](https://www.linkedin.com/in/tamiriggs/).



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A professional email address should be made up of a first and last name (or initials) or some combination thereof, otherwise, it is not appropriate for business interactions. Do not use any email address that might have negative connotations or make you look foolish, disreputable, or worse. It is good practice to refrain from any combination of letters, numbers, words, or symbols that might come across as biased, suggestive, flirtatious, or comical.

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Hiring managers examine every communication to curate applicants and schedule interviews. They assess all information made available to them to select the best candidate. An email address is a powerful tool, but it is also possible for subjective judgments to be made based upon them. Don't give a potential employer any reason to question your professionalism by using a controversial one.

Center for Advanced Legal Studies can help you transition from campus to career with a professional email. Enrolled students have a firstname.lastname@paralegal.edu email address associated with their Office.com accounts, which they can access and utilize in business endeavors during their program and after graduation. Contact us today at [paralegal.edu](https://www.paralegal.edu/) to learn more about our resources, accredited paralegal programs, and class start dates!

What Can Best Virtual Paralegal Do for You?

By: Holly A. Sheriff, MSLS, MCC, CCC, PCC, LPCC, CPP On behalf of Best Virtual Paralegal LLC (BVP)



What can Best Virtual Paralegal do for you? Apologies for being vague; it depends. Since before becoming an affiliate of Paralegals Connect three years ago, we've helped countless legal professionals scale, grow, and succeed in their law practices, paralegal firms, and careers. How we help depends on the pain point each professional faces.

Supporting Lawyers is Our Jam

When solo practitioners, lawyers, and law firms need paralegal support, they can rely on us to bridge gaps in their processes, pleadings, and profits. Likewise, licensed practitioners can find and eliminate gaps with the help of our experienced team. Best Virtual Paralegal's paralegal support is available in all 50-states, spanning over multiple practice areas. Part of our success can be attributed to the consulting, coaching, and no judgment methods we employ to help keep cases moving forward.

If you are a frustrated lawyer and you need help, here's some of our favorite services:

- Consulting & Coaching to help build processes and tasks lists for lawyers
- Developing scalable processes
- Intake Interviews & client relation services
- Legal Research
- Preparing & Drafting Discovery
- Preparing Pleadings & Motions
- Summarizing Medical Records, Business Records & Other Produced Supporting Documents.

Lawyers can rely on us to solve their biggest pain points at the fraction of the costs associated with a traditional employee.

Supporting Paralegals is Our Passion

Best Virtual Paralegal loves sharing what we know about:

- career advocacy
- job searching
- marketing & creating content
- mindset & motivation
- professional development
- starting a freelance business
- supporting lawyers &
- work life balance.

It's Your Life. Design A Career That Works for You.

Providing legal assistance to people is stressful. However, stress should not be a daily occurrence. Sometimes in order to succeed you need to be willing to ask for help from someone outside of your inner circle. Best Virtual Paralegal wants to be your go to resource for support, guidance, and resources.

We are a person-centered and community focused company providing personal, professional, business development, and inclusion support for legal professionals & their organizations. We help individuals in the legal community normalize positive self-talk, achieve emotional wellness, reach their full potential, and live fulfilled lives.

Best Virtual Paralegal services help legal professionals design their best life. Seriously, we are here to help!

Promoting Sustainability in Every Aspect Of the Legal Industry.

It is Best Virtual Paralegal's mission to increase positive access to life, career, business, and legal services, regardless of economic means or other barriers, limits, and physical limits.

Best Virtual Paralegal understands more than most companies that we all have a right to work and build the legal career we want regardless of economic means, race, color, religion or belief, nationality, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate.

Best Virtual Paralegal LLC is 100% different abled woman owned. Yet, we enjoy the help our founder's husband provides, yet make no mistake the founder's husband came on board twenty years after the company launched. Everyone has something to contribute to our growth and success! The team at Best Virtual Paralegal strives to practice what we teach in every aspect of our business.

We would love to help you become part of the positive change within the legal community.

CHANGE TAKES MORE THAN WISHES.

Change takes more than wishes. It takes a solid plan. Sometimes the hardest part is just getting started. We make it simple

It's simple to get started. Best Virtual Paralegal offers no-obligation consultations in person, by video conference, or over the phone. You can schedule an appointment on our website or by visiting <https://bvparalegal.as.me/HollySheriff>. Don't forget to bring your favorite beverage to your appointment; coffee, water, soda, or wine are all fine. We don't judge.

As an affiliate of Paralegals Connect, Best Virtual Paralegal is authorized to give group members top level support at a member's only price. To learn more about the products and services, Best Virtual Paralegal offers, you can visit www.bestvirtualparalegal.com.

ABOUT AUTHOR



Hi, I'm Holly A. Sheriff, an experienced paralegal, career & life coach. My mission in life is to help legal professional be more successful and happier, using the quickest, most efficient path possible.

My clients experience amazing improvements in their productivity, time management, motivation, leadership skills, flexibility, goal attainment, creativity, stress reduction, and work/life balance.

Helping attorneys & paralegals scale, grow, & maintain success is my team's goal. If you are an attorney or a paralegal wanting to advance your professional, business, or life development my team & I want to help you.

Connect & chat with me today!

Holly A. Sheriff MSLS, MCC, CCC, PCC, LPCC, CPP
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Arizona's New Legal Service Providers: Legal Paraprofessionals

**By: Randi Partain,
Legal Paraprofessional**



Arizona is pioneering a new tier of legal service providers, called Legal Paraprofessionals, to bridge the gap in access to legal representation. Arizona courts experience a very high percentage of pro per/self-represented litigants that simply cannot afford legal representation, creating an unfulfilled need for access to justice. This is where Legal Paraprofessionals come in.

A Legal Paraprofessional is distinct from a lawyer, a paralegal, or licensed document preparer, and is defined by the Arizona Supreme Court as “an individual licensed pursuant to this section to provide legal services without the supervision of an attorney in the areas of law and within the scope of practice defined herein.” [Arizona Code of Judicial Administration § 7-210](#). They are akin to a nurse practitioner in the medical field who can render many—but not all—of the same services as a medical doctor. Likewise, Legal Paraprofessionals can perform many—though not all—of the same services as a licensed attorney.

The Legal Paraprofessional program has opened the door for experienced and/or legally educated people to provide legal services to those unable to afford an attorney. As a long-time paralegal, when I first heard of this opportunity, I knew that if I put in the hard work and effort, I just might be able to obtain a license and start representing clients at a low cost to make a difference.

To become a Legal Paraprofessional in Arizona applicants must first pass two exams created by the Arizona Supreme Court (one exam on core skills and one exam on the specific area of law in which the applicant seeks licensure). Each is a 3-hour multiple choice exam. The exams are difficult, as they are meant to be. As of June 2022, after twelve months of examinations, the pass rate for first time writers is 23.5% for the core exam, 32.7% for family law, 16.6% for civil law and 40% for criminal law.

Not only must an applicant pass both the core and subject matter exams to qualify for licensure, they must also demonstrate either extensive legal experience or legal education. For qualification via education, an applicant must hold an associate degree with paralegal major; a paralegal certificate plus at least one year of experience post-graduation; an MLS, JD, foreign law degree with LLM, or a four-year bachelor's degree in law. To qualify by experience, an applicant must have seven years of full-time substantive law-related experience within the ten years preceding application, plus two years of experience in the specific practice area in which the applicant seeks licensure.

Legal Paraprofessionals are authorized to render legal services within the scope of practice defined by the [Arizona Code of Judicial Administration](#). The areas of practice available for Legal Paraprofessionals are currently: family law, civil law, criminal law, and administrative law. In those practice areas, Legal Paraprofessionals are empowered to prepare and sign legal documents, provide legal advice and opinions, draft and file legal documents, appear before a court or tribunal on behalf of a party, and negotiate legal rights and responsibilities. Like licensed attorneys, Legal Paraprofessionals are admitted to the State Bar (as affiliate members), pay annual bar dues, have annual mandatory continuing legal education requirements, are encouraged to carry malpractice insurance, pay into the client protection fund, have Legal Paraprofessional-client privilege, are bound by the rules of ethics and professional conduct, and are subject to disciplinary actions.

There are also some restrictions on what Legal Paraprofessionals can do. For example, in the area of family law, Legal Paraprofessionals can represent litigants as an attorney would, *except* for the preparation of orders dividing retirement assets, the division or conveyance of formal business entities or commercial property, and appeals to the Court of Appeals or Supreme Court. However, but for these restrictions, Legal Paraprofessionals with an endorsement in family law can represent litigants from start to finish in most dissolution of marriage, legal separation, paternity, maternity, grandparents' rights, post-decree modifications, enforcement, and other family law and domestic relations matters. Legal Paraprofessionals also have the option to work within a firm, partner with an attorney, or even work on their own without the supervision of an attorney.

Arizona currently has 21 licensed Legal Paraprofessionals, with more to come on the horizon. If other states follow suit, more people across the country will have access to legal representation and justice.

ABOUT THE AUTHOR: *Randi Partain, LP*, is one of Arizona's first licensed Legal Paraprofessionals and was admitted as an affiliate member to the Arizona State Bar in January 2022 with an endorsement in family law. She has extensive experience in the area of family law, dedicating the last 15 years to this field. When the Legal Paraprofessional program was announced, Randi jumped at the chance to practice law in a limited capacity under Arizona's new Legal Paraprofessional license. Randi is driven by a desire to help her clients navigate through one of the most difficult times in their lives and support and educate them through the legal process. Connect with Randi on [LinkedIn](#)



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- + Paralegals and legal assistants are found in all types of organizations, but most work for law firms, corporate legal departments, or government agencies.

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Council on Occupational Education¹



Higher Education Coordinating Board



Texas Workforce Commission



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American Association for Paralegal Education



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National Association of Legal Assistants



Paralegal Division of the State Bar of Texas

¹ Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898 / FAX: 770-396-3790, www.council.org

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 Anatomy & Physiology I

Advanced Electives

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 Criminal Law and Procedure
 Real Estate
 Intellectual Property
 Immigration Law
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 Advanced Civil Procedure
 Advanced Research and Writing
 Oil and Gas Law
 Externship

Other Requirements: Business Math

Cobblestone Software Feeds 330K Clauses to Its Contract AI So Far Within Its Million-Clause Initiative

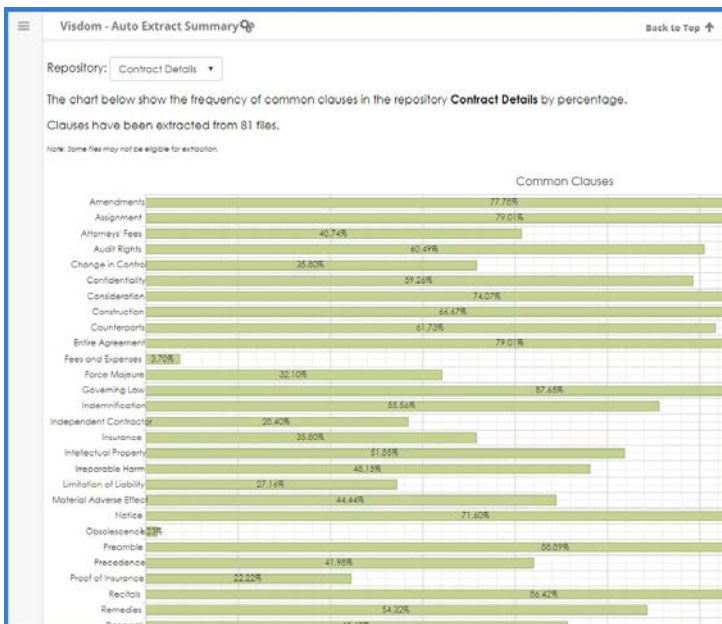
By: Sean Heck of CobbleStone Software

In April, we announced CobbleStone Software's momentous million-clause initiative to enhance and nourish VISDOM® AI - CobbleStone's proprietary contract artificial intelligence engine with machine learning. Now, we are excited to share that - in just two months - over 330,000 clauses have been "fed" to VISDOM contract intelligence thus far! This momentous 1,000,000 contract clause initiative is just one of many reasons that CobbleStone® has been celebrated as the leader in contract management software.

"Feeding" Contract Artificial Intelligence

To grow more intelligent for enhanced contract lifecycle management processes, AI-powered contract lifecycle management software needs to be "fed" various contract clauses, phrases, and sections found within different types of contracts from a variety of industries. With a nutritious diet of common and uncommon clauses, VISDOM AI within CobbleStone Contract Insight® can grow more robust and innovative with repeated exposure to contract data and clauses.

CobbleStone is currently 330,000+ clauses deep within the process of entering an astonishing one million clauses into VISDOM contract artificial intelligence. This momentous project is meant to provide a powerful repository of actual contract clauses and sections for continued machine learning in contract AI. Named-entity recognition and natural language processing are the foundations of this bold project. The goal is that contract management software users can experience an ever more intelligent contract lifecycle management process as their needs and business use cases evolve.



VISDOM AI's contract clause knowledge base can include over 140 standard contract clauses. Furthermore, it can consist of many uncommon clause categories for industry-specific contract management needs. Some of the standard contract clauses that VISDOM contract intelligence is currently learning from to grow into an even more elite contract artificial intelligence engine with machine learning include:

- Intellectual Property Clauses (IP Clauses)
- Waivers
- Confidentiality Clauses
- Amendments
- Indemnification Clauses
- Notices
- Assignability Clauses

Contract Artificial Intelligence Users

CobbleStone Contract Insight users of VISDOM AI are going to be able to enjoy a contract management software solution that has learned from up to 1,000,000 contract clauses out of the box! As mentioned above, this knowledge base will be from common contract clause types and industry-specific and situational contract clause types. CobbleStone Software's team of contract clause classifiers has already introduced over three hundred different contract clause types as of writing!

Mark Nastasi - EVP & Founder of CobbleStone Software - states, "CobbleStone users are getting closer and closer to even more consistent clause recognition from a base of training data for accurate extraction and classification."

CobbleStone Software users can also seamlessly introduce their own clauses to VISDOM contract intelligence for continuous machine learning in addition to those in this initiative.

Get Started with Contract AI That Has Learned from 330K+ Clauses!

As contract complexity and volume grow, your organization must be supported with a contract artificial intelligence engine within CLM software that has learned from hundreds of thousands (and even up to 1 million) contract clauses. The only contract software solution that offers the features mentioned above and many more is CobbleStone Contract Insight.

CobbleStone's leading CLM software system has received widespread critical acclaim from users and third-party analysts alike. CobbleStone Software's seamlessly integrated and user-friendly contract management suite is built on contract artificial intelligence with machine learning so users can enjoy a platform that grows with continued exposure to contracts and contract data. CobbleStone Software's highly flexible, easily scalable, and low-friction platform has been lauded for its ease of use and has been trusted by organizations in various industries.

Learn why thousands of contract management teams worldwide trust CobbleStone Software's AI-powered contract management software by visiting CobbleStoneSoftware.com/Free-Demo to book your free demo.

To stay up to date on best practices, industry news, and CobbleStone Software updates, be sure to visit CobbleStoneSoftware.com/Blog to subscribe to our Contract Insights blog.

ABOUT THE AUTHOR:

Sean Heck is the Content Marketing Manager of CobbleStone Software.

A promotional banner for a conference. The background is a colorful, stylized cityscape with various buildings and a bridge. The CobbleStone Software logo is at the top left. The main text reads: "Complimentary Contract Management Conference", "October 13th, 2022", "AUSTIN, TX", "Breakout Sessions", "Keynote Speaker", "Networking & More!". On the left, there is a dark blue box with the text "Register for Free" and a QR code. At the bottom, it says "Visit CobbleStoneSoftware.com/Contract-Management-Conference or call 866-330-0056 to register today!".

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Résumé Tips: A Quick Glance from the Other Side

**By: Nathan M. Ciulla, Senior Legal Assistant,
Online Talent, and Senior Producer**



Recently, our firm attempted to hire an experienced, senior level legal assistant/paralegal with a concentration in trusts and estates. We placed ads in various professional publications hoping to find a candidate who had the magic mix of experience and personality. For the first time, I was able to assist with the whole process, from writing the job ad, to interviewing, to being a member of the team making the hiring decision. I was so excited about the opportunity to learn this new process and meet legal professionals who would bring a whole new set of skills and experience to our firm. At the end of this experience, we decided going in a different direction and filling the position internally, largely because the resumés we received failed to adequately demonstrate the candidate's ability and experience needed to fill the position. The reality of this experience is something I believe job seekers in the legal profession can learn from.

While there were several different types of omissions and mistakes potential candidates were making, overall, the lack of attention to detail was surprising to me. Spelling mistakes or not addressing your résumé to the right person at the firm are automatic rejections. In a job where attention to detail is one of the most important qualities, lacking this in your résumé is detrimental. While we do not use any software to narrow down our resumés, many firms do and making mistakes may mean that your résumé will not be seen by human eyes. Be sure to use spell check and have someone else you trust review your résumé and get their thoughts, and do not forget that most colleges and universities provide long-term career services that will help you build your résumé.

In attempting to hire a new paralegal, there were three other main mistakes I saw potential candidates make when sending their resumés: (1) sending an overly complicated résumé; (2) not being specific enough about their experience; and (3) not paying enough attention to the information contained in the job posting.

Something I did not realize prior to this experience was just how many resumés you can receive when putting in a new job posting. Due to this, having a résumé that is overly complicated in its style is distracting and discourages me from reviewing it.

I found a simple résumé that is neat and organized to be more attractive. If I am able to get the information I need without having to search for it, that makes me much happier and willing to give it time.

In addition, I saw was that candidates were not being specific enough about their previous work experience. There were several resumés I read where I could not tell what it is that they did day-to-day in their previous work. Using words like "assisted" or "effectuated" left me wondering what they actually did in that job and made me question whether they could actually do the work here or not. You have worked hard to earn your experience badge and should show that off!

Lastly, not paying attention to the initial job posting really hurt some candidates. When we posted our ad, we were looking for a paralegal who had experience in a specific practice area. We ended up getting resumés from people who had either no experience at all or experience in practices area other than the one we were looking for. We received resumés from people located outside of Illinois and without any indication of any willingness or desire to relocate. While I think it is good to reach for a job you may not be one hundred percent confident you are qualified for, I also think it is important to highlight the experience you do have that would help you in the specific job in which you are applying. It is always important to bring your experience back to what this employer is looking for.

We all know that looking for a job is a job itself, but we do not often realize that hiring a new employee is a tough job as well. When you are submitting your résumé to a prospective new employer, it is good to keep in that they are going to be looking through a lot of resumés and assessing who the best candidates will be. Personality is difficult to show in a résumé, but your attention to detail and experience can always shine through. It is important to know what you want to highlight and why you would be a good candidate for that specific role. I wish you the best in your job hunting and I know that you will be a great addition to whatever firm you end up with!



ABOUT THE AUTHOR:

Nathan M. Ciulla is a Senior Legal Assistant at SATC|Law, producer of the Bridging Chicago podcast and the Treasurer/Director of Marketing at the Chicago Paralegal Association. Nathan has spent most of his time working in litigation and trust and estates, and volunteers with Wills for Hero's. Nathan enjoys networking with fellow paralegals and cooking and baking when he's home.

What Questions Do You Have for Us?

How to End a Job Interview Like a Rockstar!

By Holly A. Sheriff, MSLS, MCC, CCC, PCC, LPCC, CPP

On behalf of Best Virtual Paralegal LLC (BVP)



You just had the best job interview of your life. You can't wait to end the meeting so you can scream "nailed it!" And then the interviewer catches you off guard by asking one more question. It is the dreaded question, **"What questions do you have for us?"**

If you struggle with answering this question you are not alone. Many people struggle with answer this question. And the truth this how you answer it depends on the interview itself. But, beyond that there are some general dos and don'ts. Ok, so let start off by saying the absolute worst thing for you to say is. **"I don't have any questions; I think you have covered everything."** This response is bad. It makes you seem uninterested in the role. Even if it is the truth, you never want to say it. However, if you really don't want the job. Then by all means tell the interviewer you don't have any questions.

Best Questions to Ask

The best questions to ask are ones show the interviewer you've been listening to them. Any questions that help you clarify, elaborate, or dig deeper into the role, the firm's pain points, and the work culture of the firm are all great welcomed questions. Depending on your experience level and the role of the interviewer some questions are better than others. Keep this in mind as you are reading the suggestions.

Suggestion # 1: "How soon do you want someone in the role?" This question helps show you are motivated to get started. This question is a suitable question to ask a partner of the firm and the human resource personnel.

Suggestion # 2: "When is the last time the firm implemented a suggestion from a member of the support staff?" This question helps you understand whether the firm is open to growth and collaboration with nonlawyers. This question is a suitable question to ask the human resource personnel. A partner may not know the answer to this question.

Suggestion #3: "Can you tell me a little bit about the previous person that was in this role?" This question should only be used if you know there was a previous person in the role. This question is great for understanding the partner's and the firm's expectations. The way the interviewer answers this question can tell you a lot about the work culture of the office.

Suggestion #4: "Can you tell me what the firm's training consists of?" The way the interviewer answers this question can tell you if the firm is open to growth and is a team environment. Their answers can also tell you if you will fit in with the rest of the team. The partner of the firm may not be able to fully answer this question depending on the structure or size of the firm.

Ending the Interview Many interviewers end with this question "What questions do you have for us?" Not because they have all the time in the world for you to ask endless questions but rather because they are curious about how you communicate.

Don't ask too many or too little questions. Ask just enough to get a feel for the office culture, the position, and their expectations. Remember the interviewer's time is valuable and so is yours. You must be strategic when asking questions about the role.

One of the greatest tricks Best Virtual Paralegal's career coaches teaches is instead of merely answering questions during the interview, we teach you how to add a question to your answer. This keeps the interview informative and two-way. It also keeps the tone conversational and helpful to both parties.

Like any professional skill, job interviewing improves with practice. Think of practicing interviewing as working smart towards building the career you want. And it may become more enjoyable for you.

If you need help practicing or want to truly elevate your interviewing skills to advance your career satisfaction and sustainability, as an affiliate of Paralegals Connect, the team at Best Virtual Paralegal would love to help you get a new job. **Contact Holly today to get started!**

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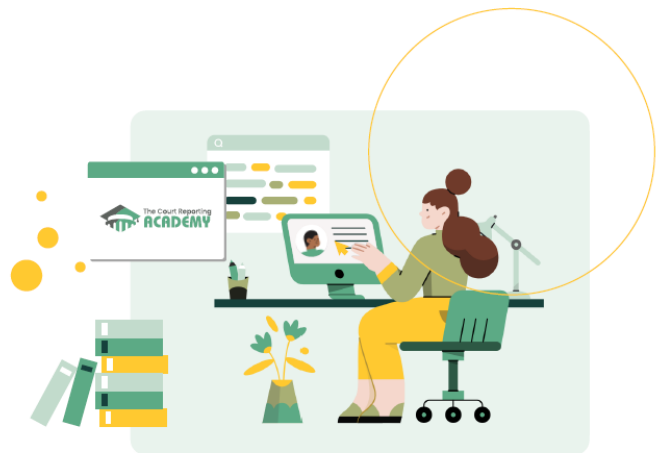
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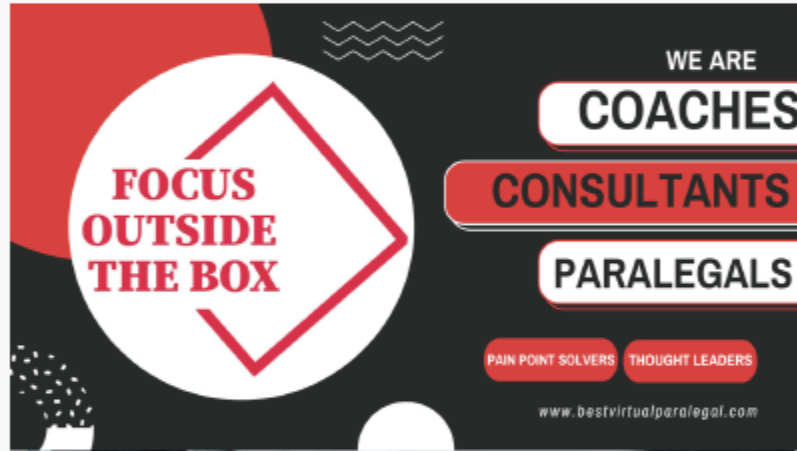
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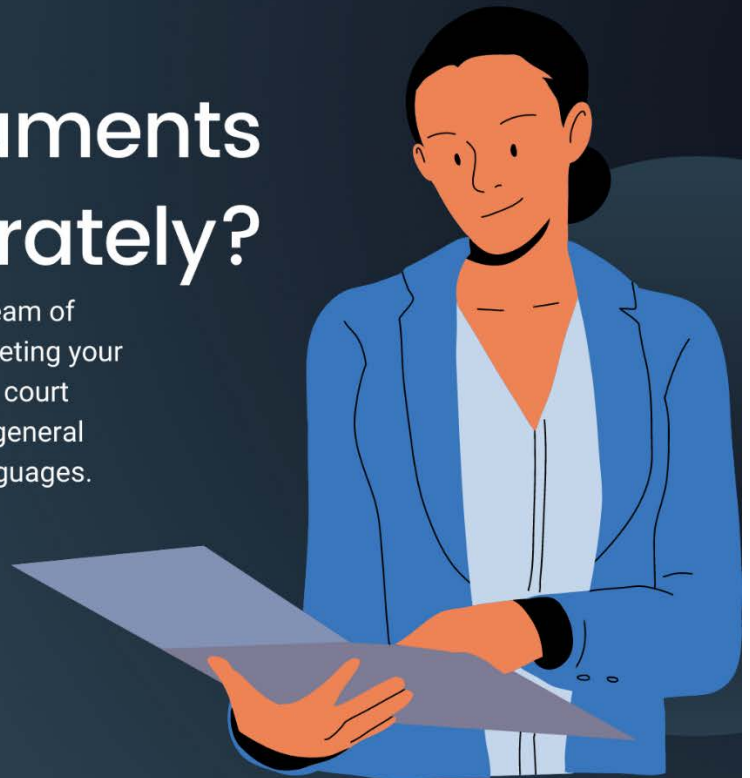


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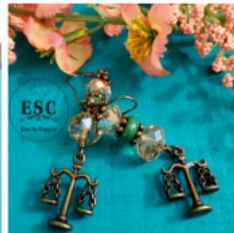
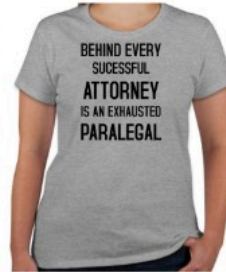
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