

§ 3.2

Job Hunting: Networking

Letting the World Know

Networking can be of great use for the serious job hunter. You should participate in any groups or activities that may help you meet other paralegals and law firm staff. A high percentage of positions are filled by word-of-mouth.

The following are some suggestions for networking:

Social media

We will discuss social media networking in more detail later, but an easy way to expand your network is to connect with attorneys, paralegals, and legal secretaries on Twitter, Facebook, LinkedIn, and other platforms. If you are able to connect on a social network platform with a law office manager, that is like having an ace in the hole.

Other students in your course

Networking with fellow students also sets a foundation for a more long-lasting connection once you are in the field. Having other paralegals to network with is an incredibly valuable source when looking for an example of a legal document you are creating, needing a reference for a good transcriber, or even looking for a new job. So, begin your network now.

Teachers and guest lecturers

Teachers are great sources for recommendations and sometimes employment opportunities. You never know when you might run into them at court or at a bar association event.

Legal secretary associations

Some legal secretary associations are very well established and may have job boards.

Paralegal associations

Great for seeking employment leads, but also, as mentioned above, a good way to start your professional network.

Activities sponsored by state and local bar associations

Some offer job fairs or help with resumes. Almost all offer continuing legal education courses that are open to both lawyers and paralegals. These are not only educational, but they are great ways to meet lawyers who just may have a job opening.
