



## The Successful Legal Assistant

### “Career Marketing I: Creating a Knock-Out Resume and Portfolio”

Moderated and presented by  
Linda S. Jevahirian, Legal Search & Management, Inc.



**Tuesday, September 23, 2003**  
**11:45 – 1:15 p.m.**

Smart Detroit Conference Center  
13<sup>th</sup> floor of the Penobscot Building  
645 Griswold, Detroit

**Lunch Included**  
**\$10.00 Students and DMBA Members**  
**\$15.00 Non-Members**

*For information on joining the DMBA  
please contact the number listed below.*

### Legal Assistant Section Luncheon Registration

NAME(S): \_\_\_\_\_

FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

- Enclosed is a check for \$ \_\_\_\_\_ for \_\_\_\_\_ reservations.
- Please charge my MasterCard/Visa account \$ \_\_\_\_\_ for \_\_\_\_\_ reservations.

MasterCard/Visa Number: \_\_\_\_\_ Expiration

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**All reservations are final – No refunds. Substitutions allowed.**

**REGISTER BY FRIDAY September 19, 2003:**

MAIL: Detroit Metropolitan Bar Association  
Attn: Janet Burek  
645 Griswold, Suite 1356  
Detroit, MI 48226

Fax: 313-965-0842  
Phone: 313-961-6120, ext. 200

## **The Successful Legal Assistant**

### **“Career Marketing I: Creating a Knock-Out Resume and Portfolio”**

“The Successful Legal Assistant,” is the focus of the Detroit Metropolitan Bar Association (DMBA) paralegal membership, and it has been an absolute hit! Membership continues to grow and participants rave about the value of the speakers and the networking.

“The idea to start a membership for legal assistants was a significant one,” says Linda S. Jevahirian, President and Founder of Legal Search & Management, Inc. As soon as the opportunity for paralegal membership surfaced, Jevahirian took charge of developing and moderating the monthly programs.

“Legal assistants want the opportunity to network on issues that affect their profession. When the DMBA said they would offer membership to paralegals I thought it was an idea whose time had come. The concept of a lunch meeting the fourth Tuesday of the month has been a convenient way for Detroit paralegals to get to know each other and to exchange information.”

On September 23, 2003, Jevahirian will present the first of a two part series on Career Marketing. The first session will focus on the importance of a well-written resume and portfolio. The October session will be about interviewing and negotiating an offer.

The portfolio is a great way to demonstrate work product, accomplishments, organization and creativity. Keeping an up-to-date portfolio is a way to track details that are easy to forget. Says Jevahirian, “Its amazing to me how difficult it sometimes is for a legal assistant to give me an accurate chronology of their career. I encourage them to keep a running tab on what they have done in terms of work and continuing education. All of this should add up to a portfolio that is articulate and complete.”

One essential element of the portfolio is what Jevahirian calls The Chronology. It’s a way of saying, ‘look at what I did, who I did it for, and how often I did it. Because of these experiences I can solve your problems. I can make you profitable.’ Jevahirian has been interviewing legal assistants since the inception of her recruiting business in 1989. “What I have learned over the years is that attorneys want to see evidence that you can do what you say you can do, and that you can do it well. Using the Chronology to demonstrate this is a wise choice.”

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"I used to wear a red suit when I interviewed. I thought that maybe it would make people remember me. In today's market it takes more than the color red to get a job. Back then, even if you were entry level, you were considered competitive. Now, even if you have experience it is difficult to distinguish yourself because the number of qualified applicants has increased exponentially." The September and October meetings are about tools that differentiate experience and define skills.

The DMBA meetings are conveniently scheduled, and offer just enough time to share a meal, to get to know a few people, and to swap ideas about what it takes to succeed as a legal assistant. Participants broaden their resources, and gain useful information about topics that affect their jobs and their daily lives.

The next meeting will take place on Tuesday, September 23, 2003 on the 13<sup>th</sup> floor of the Penobscot Building at Smart Detroit. The meeting runs from 11:45 am to 1:15 pm. Reservations are being taken by the DMBA. Contact Angela English (313) 961-6120 or [aenglish@detroitlawyer.org](mailto:aenglish@detroitlawyer.org). Feel free to contact Linda at Legal Search & Management at (248) 471-3443 or [lindajev@aol.com](mailto:lindajev@aol.com) for further information. Legal assistants of all levels are encouraged to attend and to bring a friend.

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