Title page

Professionalism

**Introduction**

(2–3 paragraphs)

|  |
| --- |
| **Explain who you are and your chosen professional field.** |
| I did my Bachelors in Legal Studies and working as a paralegal for a private firm. My academic endeavor focused on legal laws, their application in businesses and resolving legal cases. I had been a part of expansive and theoretical course that prepared me for entering the field of law. During the degree I developed essential knowledge about the role of laws and their application in society. I learned how social life is developed around the legal constructs and principles. My knowledge of legal research allowed me to build knowledge of the fundamentals of laws and how they can help paralegal in solving practical cases. |
| **Include an overview of how you perceive yourself professionally.** |
| I am aspiring to become a paralegal specialist in future that requires building professional skills and leadership competencies. I think I possess all skills that are essential for taking the job of paralegal. My ability of multitasking will give me a edge in handling challenging situations. Paralegals have to handle lot of assignments so my ability will save me in professional life. My hard work and passion towards legal studies will also help me in choosing paralegal profession. |

**Lifelong professionalism and how you will maintain your image**

(2–3 paragraphs)

|  |
| --- |
| **Include an overview of how will you focus on continuing to maintain your professional image in the future of the career you have chosen to pursue.** |
| I focus on continuing to maintain by professional image in the future by continually acquiring and developing skills required for performing the job of paralegal. My biggest concern would be to understand the clients and offer them advisory and legal services. To maintain professional image and excelling in career I would affiliate myself with different legal corporations, firms and attorneys. Gaining experience is significant factor in building a reputable professional image. I would work in well reputed legal firms for building credibility. My exposure with different clients and legal firms will add to my professional skills and competencies. By solving cases I would build expertise within few years that will pave way for my better career.  Paralegals have to flourish throughout their career that depicts the need for learning new skills. This will require anticipating future challenges such as updating knowledge and keeping in touch with the amendments made in legal cases and laws. After acquiring experience in different firms I would build links with clients that will provide me opportunity of stating my own legal services. I would build a positive reputation by solving the cases with dedication. Helping clients in their issues and by providing legal services I would focus on growth. |

**Short-term goals**

(2 paragraphs per goal)

|  |
| --- |
| **Write 2–3 short-term goals written as a SMART Statement, a plan to meet your goal, and your rationale.** |
| Goal Statement 1: To take job in a legal firm.  Plan: The plan is to find a job after completing my degree. This is important for making practical application of my learned knowledge and capabilities.  Rationale: I would focus on applying for the well-reputed legal firms. However, I know that the competition is high so I will not miss any opportunity. |
| Goal Statement 2: To work with dedication and acquiring experience.  Plan: The plan is to work hard and manage to accomplish all tasks and meet deadlines.  Rationale: I would focus on completing all tasks that are assigned to me in the firm. In the achievement of this goal I will not deviate from the assigned tasks. |
| Goal Statement 3: To work with experienced paralegals and learn from them.  Plan: My plan would be to would be to learn from the experience of the senior paralegals. I would try to work in well reputed companies where I would find the opportunity of working under experienced and popular paralegals. This will also help me in updating my knowledge  Rationale: During my job, I would ask questions from the supervisors, senior paralegals and other members. I would not restrict myself to any one field. In spare time I would ask questions from legal officers with different specializations. |

**Long-term goals**

(2 paragraphs per goal)

|  |
| --- |
| **Write 2–3 long-term goals written as a SMART Statement, a plan to meet your goal, and your rationale.** |
| Goal Statement 1: To create professional image.  Plan: the plan is to take as much work as I could and add my experience in resume. I would maintain a good online reputation such as by taking freelance work.  Rationale:  This goal would focus on creating an attractive resume that will highlight my professional skills, accomplishments and competencies. A profile will be created at Linkedin for generating good reputation. |
| Goal Statement 2: To become paralegal specialist.  Plan: The plan is to acquire higher degrees such as masters. I will keep on adding academic skills for improving my knowledge.  Rationale: I would enroll myself for the Masters degree and other certification programs. This will allow me to build updated knowledge required for handling complex paralegal cases. |
| Goal Statement 3: To start my own paralegal company.  Plan: The plan is to build positive reputation by winning the cases of clients. By building reputation and credibility I would manage to persuade more clients.  Rationale: I will use the referrals from the satisfied and big clients for setting my own company. |

**Education Plan**

(minimum 3 paragraphs)

|  |
| --- |
| **Identify at least 3 ways that you can maintain your knowledge throughout your career. Explain why each way would be important to your career.** |
| The first way for me to maintain my education is by upgrading my paralegal degree. I would enroll myself for the masters program. This will provide me the best opportunity for upgrading my knowledge. By investing in education I would manage to enhance my knowledge and experience.  The second way that I would use is to rely on the legal resources. I would use online database for searching laws, principles, regulations relevant to the case. The online databases will provide me access to hundreds of legal cases, journals and articles that I will read for keeping myself well informed about how laws can be applied in practical situations.  The third way is by acquiring professional certification. I would try to get certification from National Association of Legal Assistants. This will bee an appropriate strategy for keeping my knowledge updated. I would also enroll for the Certified Pralegal Exam. These certifications will help me in keeping myself updated with the laws and their applications. |

**Budgeting Plan**

(minimum 3 paragraphs)

|  |
| --- |
| **Provide an explanation of the Budget Plan which covers future education and career marketability needs.** |
| After completing two years of job I would be able to collect adequate money that is required for my masters degree. I will work hard and take many cases that would allow be to collect revenues for my masters programs. At entry level I would manage to earn at least $40,000. I will save the salary and  I would purchase access to the legal databases like Lexix/Nexis. This will require me to pay the monthly charges. By two years of job I would have collected adequate revenues for getting online membership of legal databases.  After completing my masters in 2 years I would manage to get a job as associate paralegal. The average salary of associate paralegal at mid-level career is $51,000. After working at this level for 2 years I would manage to collect money for getting certification. |

References

Dean, G. (2017). *2 Reasons Why A Certificate Is Better Than An Expensive Graduate Degree* . Retrieved 11 23, 2019, from https://www.forbes.com/sites/gingerdean/2017/05/31/2-reasons-why-a-certificate-is-better-than-an-expensive-graduate-degree/#50d347eb36fd