



Each Leigh consultant is an accomplished specialist in legal placement.

Leigh knows ropes of legal placement

AN ADVERTISING FEATURE

A successful job search is a lot easier when you choose the right personnel agency to assist you.

Every legal professional seeking employment should be working with a service dedicated to employment searches within the legal community, according to a representative of Leigh & Associates.

Leigh places legal secretaries, paralegals, word processors and legal support staff in temporary and full-time positions with many of Orange County's finest law firms and legal departments.

Leigh & Associates can help, whether your career objective is to secure a full-time legal position, a "temp to hire" position (where you can try the job before making a permanent commitment) or long- or short-term temporary assignments. Leigh's clients range from international law firms to solo practitioners to corporate legal departments.

The firm's diverse client base enables it to offer an extensive selection of legal positions in all fields of law and in all areas of Orange County. For further information, call Leigh & Associates at 796-0300. The company is at 16552 MacArthur Blvd., Suite 200, Irvine, CA 92614.

Long Beach.

The placement consultants at Leigh & Associates are dedicated to assisting legal professionals in every aspect of their job search. Each consultant is an accomplished specialist in the legal placement arena.

Legal candidates can be confident that the company's testing and selection process are tailored to individual skills and aptitudes, enabling Leigh & Associates to present clients to prospective employers in the best possible light.

At Leigh & Associates, the expertise lies in marketing the client's individual skills and experience to Orange County's finest law firms and legal departments.

The firm's goal is to help each candidate secure the best legal position available.

Leigh & Associates can find the "special" position for each client because of its thorough knowledge of Orange County law firms, according to the representative.

For more information, call Leigh & Associates at 796-0300. The company is at 16552 MacArthur Blvd., Suite 200, Irvine, CA 92614.

AAA McKinstry: your 'personal talent agent'

By Miriam Sosky
AN ADVERTISING FEATURE

Wouldn't it be great to hire a professional talent agent to go out seeking the perfect position for you? He or she would help you put your best foot forward to get each employer's attention.

Silly concept? Maybe not.

More and more, the California employment market is flooded with applicants. Personal department managers are stuck with the tedious job of reviewing the multitude of resumes they are receiving in response to a single classified advertisement. Employers report sometimes receiving hundreds of resumes. Are they going to read each and every one of them? Would you?

"A professional-style resume isn't just a choice, it's a necessity," said Frank Wiedner of AAA McKinstry Personnel Agency and Resume Service.

The competition in California is so fierce that employers have to find a way to weed through the pile of resumes, Wiedner said.

"Many disregard any documents that have bad grammar and potential limiting phrases such as looking for a progressive company, a challenging position or advancement opportunities," Wiedner said. The old-style resume that details an employee objective, hobbies and interests has long seen its day.

Resumes must be professionally typed and up to date and they should be composed by professional writers who have been trained by certified personnel consultants or specialists who are in daily contact with employers.

A writer trained by a personnel specialist knows best how to present a candidate to a potential employer. A professional writer will carefully select each phrase, because the choice of words is extremely important.

In lieu of the old "objective," the resume should start with a "summary of qualifications." The objective stated what the employee wanted.

in a climate that is totally employer-driven, the focus should be on what the business wants.

The summary serves as the personal agent because in one or two short paragraphs, it will present your talents while targeting diverse employment markets.

The summary "speaks" on your behalf. Just as an agent states, quickly and concisely, how good you are, the summary does this in the resume, it's never overdone, as its blend of targeting your job goals with the company's needs is always addressed.

"By having your resume prepared by a professional writer," Wiedner said, "you substantially increase the possibility of receiving a call from a prospective employer."

Don't forget some simple basics:

- Stay on one page if at all possible.

- Only use a two-page resume if you have many years of experience and are seeking an executive-level position.
- Never use white paper (unless faxing). White paper is hard on the eyes and might get lost in the shuffle of other correspondence.
- When mailing the resume, include a cover letter to serve as an introduction to you.
- If asked for a salary history or requirements, send it.
- Placing employment dates in left or right margins only serves to waste valuable space and may accentuate job instability.
- Centered headings are encouraged and bullets, used sparingly, are acceptable. They catch the reader's eye.

For more information or a free consultation, call A Best Resume Service, a division of AAA McKinstry, at 543-9963 in Santa Ana; 774-7677 in Anaheim; 859-9666 in Lake Forest; 846-1988 in Huntington Beach; or 739-1505 in Buena Park.



Sosky is the branch manager of the Huntington Beach office of AAA McKinstry.