



CONGRATULATIONS NEW CALIFORNIA COURT REPORTERS

SEPTEMBER 16, 2011

I have received quite a few resumes from new California Certified Shorthand Reporters this week. I very much respect and applaud what you have accomplished. My advice:

1. Have a fantastic resume .
2. Let firm owners know what CAT system you are on, what version.
3. Let firm owners know what machine you are using.
4. Have a smart phone so you can receive TIME IS OF THE ESSENCE emails and put that on your resume.
5. Find a mentor (working court reporter)
6. Have a professional email address. Use gmail. It is very well respected. Use your name. People want to start typing your name and have your email address appear, not guess what your nickname is or cute family email address.
7. Be flexible and agree to be on standby for last minute depositions – and that means BE READY.
8. Get a recommendation for a GREAT PROOFER. Spend the money for a proofer.
9. Remember the ultimate goal, to be a great court reporter. It is going to take some time, some hard lessons, and patience. WORK HARD, BE POSITIVE, LOVE YOUR JOB.

I wish all of your court reporting dreams to come true.



**DISCOVERY**  
CONFERENCE CENTRE