

# MA2554 - Employability skills

Cormac Lucas

View Online



- 
- Al-Jajjoka, Sam. 2010. *How to Pass Professional Level Psychometric Tests: Challenging Practice Questions for Graduate and Professional Recruitment*. 3rd ed. London: Kogan Page.  
<http://lib.myilibrary.com/browse/open.asp?id=289756&entityid=https://idp.brunel.ac.uk/entity>.
- Anderson, Lydia E. 2013. *Professionalism: Skills for Workplace Success*. 3rd ed. Boston: Pearson.
- Cottrell, Stella. 2010. *Skills for Success: The Personal Development Planning Handbook*. 2nd ed. Basingstoke: Palgrave Macmillan.
- Done, Judith, and Rachel Mulvey. 2011. *Brilliant Graduate Career Handbook*. Harlow: Pearson Prentice Hall.  
<http://lib.myilibrary.com/browse/open.asp?id=404613&entityid=https://idp.brunel.ac.uk/entity>.
- Fanthome, Christine. 2004. *Work Placements: A Survival Guide for Students*. Vol. Palgrave study guides. Basingstoke: Palgrave Macmillan.
- Innes, James. 2009a. *Brilliant Cover Letters: What You Need to Know to Write a Truly Brilliant Cover Letter*. Harlow: Prentice Hall.  
<http://lib.myilibrary.com/browse/open.asp?id=253004&entityid=https://idp.brunel.ac.uk/entity>.
- . 2009b. *The Interview Book: Your Definitive Guide to the Perfect Interview Technique*. Harlow, England: Prentice Hall Business.  
<http://lib.myilibrary.com/browse/open.asp?id=235036&entityid=https://idp.brunel.ac.uk/entity>.
- Kirton, Bill. 2012. *Brilliant Workplace Skills for Students & Graduates: How to Hit the Ground Running from Your First Day on the Job*. Harlow: Prentice Hall.
- Mills, Corinne. 2015. *CV: How to Write a Brilliant CV*. Vol. *You're hired!* Richmond: Trotman.  
<http://lib.myilibrary.com/browse/open.asp?id=311384&entityid=https://idp.brunel.ac.uk/entity>.
- Redmond, Paul. 2010. *The Graduate Jobs Formula: How to Land Your Dream Career*. Richmond: Trotman.
- Robins, Mary. 2010. *Guide to Portfolios: Creating and Using Portfolios for Academic*,

Career, and Personal Success. Upper Saddle River, N.J.: Pearson Education.

Roderick, Ceri, and James Meachin. 2010. Psychometric Tests: Proven Tactics to Help You Pass. Richmond: Trotman.

Scherer, Andrew. 2011. Brilliant Intern: How to Get the Best Internships and Make Them Count. Harlow: Prentice Hall.  
<http://lib.myilibrary.com/browse/open.asp?id=404618&entityid=https://idp.brunel.ac.uk/entity>.

Tolley, Harry, and Robert Wood. 2011. How to Succeed at an Assessment Centre: Essential Preparation for Psychometric Tests, Group and Role-Play Exercises, Panel Interviews, and Presentations. Electronic resource. 3rd ed., [Rev.]. London: Kogan Page.  
<http://lib.myilibrary.com/browse/open.asp?id=315963&entityid=https://idp.brunel.ac.uk/entity>.

Trought, Frances. 2012. Brilliant Employability Skills: How to Stand out from the Crowd in the Graduate Job Market. Harlow: Prentice Hall.  
<http://lib.myilibrary.com/browse/open.asp?id=404651&entityid=https://idp.brunel.ac.uk/entity>.