

MA2554 - Employability skills

Cormac Lucas

View Online



Al-Jajjoka, Sam. How to Pass Professional Level Psychometric Tests: Challenging Practice Questions for Graduate and Professional Recruitment. 3rd ed. London: Kogan Page, 2010. Web.

<<http://lib.myilibrary.com/browse/open.asp?id=289756&entityid=https://idp.brunel.ac.uk/entity>>.

Anderson, Lydia E. Professionalism: Skills for Workplace Success. 3rd ed. Boston: Pearson, 2013. Print.

Cottrell, Stella. Skills for Success: The Personal Development Planning Handbook. 2nd ed. Basingstoke: Palgrave Macmillan, 2010. Print.

Done, Judith, and Rachel Mulvey. Brilliant Graduate Career Handbook. Harlow: Pearson Prentice Hall, 2011. Web.

<<http://lib.myilibrary.com/browse/open.asp?id=404613&entityid=https://idp.brunel.ac.uk/entity>>.

Fanthome, Christine. Work Placements: A Survival Guide for Students. Palgrave study guides. Basingstoke: Palgrave Macmillan, 2004. Print.

Innes, James. Brilliant Cover Letters: What You Need to Know to Write a Truly Brilliant Cover Letter. Harlow: Prentice Hall, 2009. Web.

<<http://lib.myilibrary.com/browse/open.asp?id=253004&entityid=https://idp.brunel.ac.uk/entity>>.

---. The Interview Book: Your Definitive Guide to the Perfect Interview Technique. Harlow, England: Prentice Hall Business, 2009. Web.

<<http://lib.myilibrary.com/browse/open.asp?id=235036&entityid=https://idp.brunel.ac.uk/entity>>.

Kirton, Bill. Brilliant Workplace Skills for Students & Graduates: How to Hit the Ground Running from Your First Day on the Job. Harlow: Prentice Hall, 2012. Print.

Mills, Corinne. CV: How to Write a Brilliant CV. You're hired! Richmond: Trotman, 2015. Web.

<<http://lib.myilibrary.com/browse/open.asp?id=311384&entityid=https://idp.brunel.ac.uk/entity>>.

Redmond, Paul. The Graduate Jobs Formula: How to Land Your Dream Career. Richmond: Trotman, 2010. Print.

Robins, Mary. Guide to Portfolios: Creating and Using Portfolios for Academic, Career, and Personal Success. Upper Saddle River, N.J.: Pearson Education, 2010. Print.

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

Scherer, Andrew. Brilliant Intern: How to Get the Best Internships and Make Them Count. Harlow: Prentice Hall, 2011. Web.

<<http://lib.myilibrary.com/browse/open.asp?id=404618&entityid=https://idp.brunel.ac.uk/entity>>.

Tolley, Harry, and Robert Wood. How to Succeed at an Assessment Centre: Essential Preparation for Psychometric Tests, Group and Role-Play Exercises, Panel Interviews, and Presentations. 3rd ed., [rev.]. London: Kogan Page, 2011. Web.

<<http://lib.myilibrary.com/browse/open.asp?id=315963&entityid=https://idp.brunel.ac.uk/entity>>.

Trought, Frances. Brilliant Employability Skills: How to Stand out from the Crowd in the Graduate Job Market. Harlow: Prentice Hall, 2012. Web.

<<http://lib.myilibrary.com/browse/open.asp?id=404651&entityid=https://idp.brunel.ac.uk/entity>>.