MA2554 - Employability skills

Cormac Lucas



1.

Anderson, L.E.: Professionalism: skills for workplace success. Pearson, Boston (2013).

2.

Al-Jajjoka, S.: How to pass professional level psychometric tests: challenging practice questions for graduate and professional recruitment. Kogan Page, London (2010).

З.

Cottrell, S.: Skills for success: the personal development planning handbook. Palgrave Macmillan, Basingstoke (2010).

4.

Done, J., Mulvey, R.: Brilliant graduate career handbook. Pearson Prentice Hall, Harlow (2011).

5.

Fanthome, C.: Work placements: a survival guide for students. Palgrave Macmillan, Basingstoke (2004).

6.

Innes, J.: Brilliant cover letters: what you need to know to write a truly brilliant cover letter. Prentice Hall, Harlow (2009).

7.

Innes, J.: The interview book: your definitive guide to the perfect interview technique. Prentice Hall Business, Harlow, England (2009).

8.

Kirton, B.: Brilliant workplace skills for students & graduates: how to hit the ground running from your first day on the job. Prentice Hall, Harlow (2012).

9.

Mills, C.: CV: how to write a brilliant CV. Trotman, Richmond (2015).

10.

Redmond, P.: The graduate jobs formula: how to land your dream career. Trotman, Richmond (2010).

11.

Robins, M.: Guide to portfolios: creating and using portfolios for academic, career, and personal success. Pearson Education, Upper Saddle River, N.J. (2010).

12.

Roderick, C., Meachin, J.: Psychometric tests: proven tactics to help you pass. Trotman, Richmond (2010).

13.

Scherer, A.: Brilliant intern: how to get the best internships and make them count. Prentice Hall, Harlow (2011).

14.

Tolley, H., Wood, R.: How to succeed at an assessment centre: essential preparation for psychometric tests, group and role-play exercises, panel interviews, and presentations. Kogan Page, London (2011).

15.

Trought, F.: Brilliant employability skills: how to stand out from the crowd in the graduate job market. Prentice Hall, Harlow (2012).