



The Graduate Career Guidebook

Advice for Students and Graduates on Careers Options, Jobs, Volunteering, Applications, Interviews and Self-employment

1st edition

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Written by experienced careers advisor Steve Rook, this indispensable guide will help readers to develop the skills they need to land their dream job. It breaks the career planning process down into manageable steps, from researching roles and gaining work experience to crafting a first-rate CV and impressing at interview. It also includes practical guidance on networking, entrepreneurship and responding to job offers. Packed with reflective activities, top tips for successful applications and real life case studies, it contains everything students need to develop their skills, get their foot in the door and set themselves up for a fulfilling future. This text will be core reading for students on a wide range of career-related and employability modules. It will also be an invaluable resource for students researching their career options independently.

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FEATURES

- Includes insights from students, graduates and employers from a range of industries, including accountancy, education, law, marketing, politics, recruitment and third-sector organisations
- Contains sample CVs, application form answers and cover letters, complete with annotations highlighting good features and areas for improvement
- Encourages progressive, cumulative learning through a wealth of activities
- Written in an accessible and student-friendly style, with jargon-free explanations throughout
- Additional resources and activities for both students and careers educators available on the companion website

