



The Graduate Career Guidebook

2nd edition

Steven Rook

Macmillan International Higher Education

Read more online at <http://www.macmillanihe.com/t/9781352005165/>

Ebook	9781352005172	AU\$29.95
Paperback	9781352005165	AU\$36.95

Written by experienced careers advisor Steve Rook, the new edition of 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 stand-out 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.

TABLE OF CONTENTS

Preface
Introduction
PART I: CAREERS IN A COMPLEX WORLD
1. Graduate Employment and Recruitment
2. Career Planning
PART II: FINDING YOUR NICHE
3. Assessing Your Skills, Interests and Motivations
4. Identifying Your Options
5. Choosing a Role
PART III: UPPING YOUR GAME
6. Boosting Your Employability
7. Moving Forwards
PART IV: MAKING IT HAPPEN
8. Effective Networking
21 more...

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