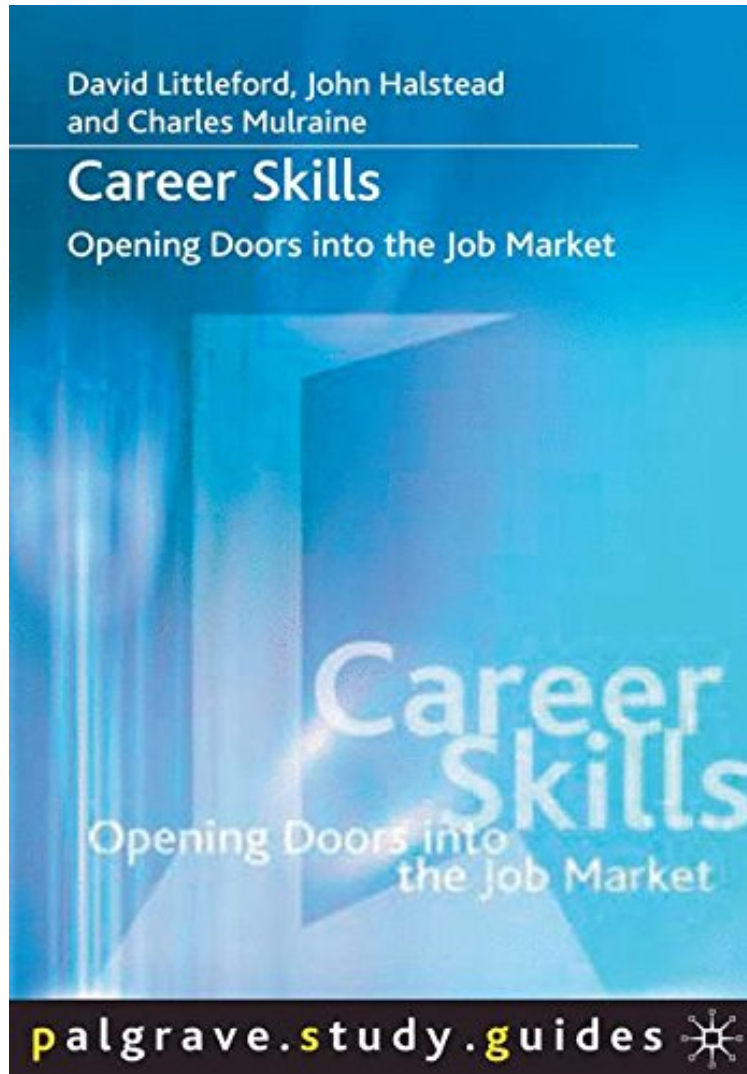


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## Career Skills: Opening Doors into the Job Market (Palgrave Study Skills)

*David Littleford, John Halstead, Charles Mulraine*  
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There has long been a need for a practical and easily accessible guide to the all-important transition from the world of education to the world of work. This book fills that gap.' - From the foreword by Sir Adrian Cadbury, Chancellor, Aston University 'This is the best book on job hunting and application skills I have ever seen...Career Skills is very well presented and easy to read and has at least four features that really impressed me...What more could we ask for?' - Christine Thomas, Newscheck

About the Author

DAVID LITTLEFORD is a specialist personnel consultant with extensive HR experience in national and multinational companies at both operational and strategic levels. He has over 30 years practical experience of coaching, counselling and mentoring young people entering the world of employment. He acts as a consultant to a number of niche market ventures including the development of management best practice guides.

JOHN HALSTEAD is a qualified professional accountant and highly experienced general manager in key service industries. He has an expertise in people management and people development techniques with a special interest in mentoring programmes for newly recruited graduates. He joined forces with David Littleford in the development of this unique guide together with other management best practice guides.

CHARLES MULRAINE is a corporate communications consultant with a background of both operations and strategic planning for multi-national corporations in the USA, Europe and the Far East. Currently, he is an advisor to the International Partnership Network, promoting the exchange of information and experience between education and business in countries throughout the world.