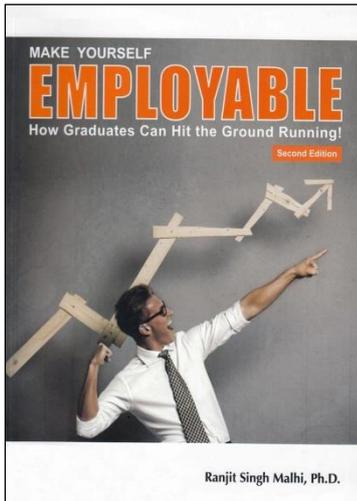


Make Yourself Employable: How Graduates Can Hit the Ground Running!



Outstanding Features

Make Yourself Employable provides a comprehensive and systematic blueprint in an easy-to-read format for individuals, particularly undergraduates, to enhance their soft skills which are crucial for maintaining employability in today's dynamic and highly competitive workplace. Based upon the authors' extensive and up-to-date literature review, local research, and valuable advice from leading human resource practitioners, the book shows you how to:

- Enhance your self-esteem and resilience
- Manage yourself successfully
- Project yourself positively
- Enhance your interpersonal skills
- Develop an analytical and creative mindset
- Write impressive résumés and cover letters
- “Nail” your job interviews
- Thrive in your chosen career

Endorsements

“Career-minded people throughout the world will benefit from reading and studying *Make Yourself Employable* because the book deals with universal truths that cut across cultures, such as being self-disciplined, having high self-esteem, and relating effectively to work associates. The book also serves admirably as a small handbook on what it takes to land a job and then succeeding using honourable strategies and tactics.”

– Andrew J. DuBryn, Ph.D.

Professor Emeritus of Management, Rochester Institute of Technology

“Even though we spend much time at work, few books address the importance of self-esteem in this environment. In addition, *Make Yourself Employable* makes contributions to the field of employability skills in general. It combines theory and practical guidelines, including self-assessment exercises, in a highly readable fashion. Those who are facing the issue of becoming or remaining employable in today's ever-changing workplace are likely to find helpful insights in Ranjit Malhi's latest book.”

– Christopher J. Mruk, Ph.D., author of *Self-Esteem Research, Theory, and Practice*

I applaud Dr. Ranjit Singh Malhi for dedicating a major portion of his book, *Make Yourself Employable*, to soft skills. Employers worldwide consistently rate soft skills as the difference makers for both successful job candidates and successful employees. This book not only provides practical guidelines for mastering “inter-personal” skills, it also includes concrete strategies for building “intra-personal” assets such as self-esteem, resiliency, personal responsibility, and critical thinking. Without “intra-personal” strength, there's little chance to experience “inter-personal” effectiveness.

– Robert Orndorff, Ph.D., author of *Becoming The Best Me* and *The Unofficial Guide to Finding the Perfect Job*

Price

RM80.00 (includes mailing within Malaysia)

Payment can be made via MAYBANK2U into the following account:

Name: Ranjit Singh a/l Sadhu Singh

Account No.: 514271501840

Enquiries and Orders

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