

Steal This Resume

The Resume and Cover Letter Phrase Book **How to Write the Perfect Resume** **The Book Thief** Steal Like an Artist *Steal Away Home* *Ask a Manager* Loot **Ready Player One** **The Lightning Thief** The Art of the Steal **Losing Your Job and Finding Yourself** **Stealing the Corner Office** **Resume 101** **Best Resume Book** How to Write an Amazing IT Resume *The Moonstone* **Looking for Alaska** **Deluxe Edition** **Steal the Show** Steal This Book *Knock 'em Dead Resumes* **The Quit Alternative** *All American Boys* **Out Stealing Horses** **Pinocchio, the Tale of a Puppet Crime** **And Punishment** **How to Write & Design a Professional Résumé to Get the Job** *The Goldfinch* **Bomb** *A Spy's Resume* **Power Verbs for Job Seekers** *One Of Us Is Lying* **Holes** **The Best Keywords for Resumes, Letters, and Interviews** *Narrative of the Life of Frederick Douglass, an American Slave* **The Road** A Recruiter's Guide to Job Hunting *Unbroken* **How to Write a KILLER LinkedIn Profile... And 18 Mistakes to Avoid** **House of Earth and Blood** **Betrayal**

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Out Stealing Horses Dec 10 2020 We were going out stealing horses. That was what he said, standing at the door to the cabin where I was spending the summer with my father. I was fifteen. It was 1948 and one of the first days of July. Trond's friend Jon often appeared at his doorstep with an adventure in mind for the two of them. But this morning was different. What began as a joy ride on "borrowed" horses ends with Jon falling into a strange trance of grief. Trond soon learns what befell Jon earlier that day—an incident that marks the beginning of a series of vital losses for both boys. Set in the easternmost region of Norway, *Out Stealing Horses* by Per Petterson begins with an ending. Sixty-seven-year-old Trond has settled into a rustic cabin in an isolated area to live the rest of his life with a quiet deliberation. A meeting with his only neighbor, however, forces him to reflect on that fateful summer.

Ask a Manager May 27 2022 From the creator of the popular website *Ask a Manager* and New York's work-advice columnist comes a witty, practical guide to 200 difficult professional conversations—featuring all-new advice! There's a reason Alison Green has been called "the Dear Abby of the work world." Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don't know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You'll learn what to say when • coworkers push their work on you—then take credit for it • you accidentally trash-talk someone in an email then hit "reply all" • you're being micromanaged—or not being managed at all • you catch a colleague in a lie • your boss seems unhappy with your work • your cubemate's loud speakerphone is making you homicidal • you got drunk at the holiday party Praise for *Ask a Manager* "A must-read for anyone who works . . . [Alison Green's] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work."—Booklist (starred review) "The author's friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers' lives. Ideal for anyone new to the job market or new to management, or anyone hoping to improve their work experience."—Library Journal (starred review) "I am a huge fan of Alison Green's *Ask a Manager* column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor."—Robert Sutton, Stanford professor and author of *The No Asshole Rule* and *The Asshole Survival Guide* "Ask a Manager is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way."—Erin Lowry, author of *Broke Millennial: Stop Scraping By and Get Your Financial Life Together*

Bomb Jul 05 2020 In December of 1938, a chemist in a German laboratory made a shocking discovery: When placed next to radioactive material, a Uranium atom split in two. That simple discovery launched a scientific race that spanned 3 continents. In Great Britain and the United States, Soviet spies worked their way into the scientific community; in Norway, a commando force slipped behind enemy lines to attack German heavy-water manufacturing; and deep in the desert, one brilliant group of scientists was hidden away at a remote site at Los Alamos. This is the story of the plotting, the risk-taking, the deceit, and genius that created the world's most formidable weapon. This is the story of the atomic bomb. *Bomb* is a 2012 National Book Awards finalist for Young People's Literature. *Bomb* is a 2012 Washington Post Best Kids Books of the Year title. *Bomb* is a 2013 Newbery Honor book.

Ready Player One Mar 25 2022 #1 NEW YORK TIMES BESTSELLER • Now a major motion picture directed by Steven Spielberg. "Enchanting . . . Willy Wonka meets *The Matrix*."—USA Today • "As one adventure leads expertly to the next, time simply evaporates."—Entertainment Weekly A world at stake. A quest for the ultimate prize. Are you ready? In the year 2045, reality is an

ugly place. The only time Wade Watts really feels alive is when he's jacked into the OASIS, a vast virtual world where most of humanity spends their days. When the eccentric creator of the OASIS dies, he leaves behind a series of fiendish puzzles, based on his obsession with the pop culture of decades past. Whoever is first to solve them will inherit his vast fortune—and control of the OASIS itself. Then Wade cracks the first clue. Suddenly he's beset by rivals who'll kill to take this prize. The race is on—and the only way to survive is to win. NAMED ONE OF THE BEST BOOKS OF THE YEAR BY Entertainment Weekly • San Francisco Chronicle • Village Voice • Chicago Sun-Times • iO9 • The AV Club “Delightful . . . the grown-up's Harry Potter.”—HuffPost “An addictive read . . . part intergalactic scavenger hunt, part romance, and all heart.”—CNN “A most excellent ride . . . Cline stuffs his novel with a cornucopia of pop culture, as if to wink to the reader.”—Boston Globe “Ridiculously fun and large-hearted . . . Cline is that rare writer who can translate his own dorky enthusiasms into prose that's both hilarious and compassionate.”—NPR “[A] fantastic page-turner . . . starts out like a simple bit of fun and winds up feeling like a rich and plausible picture of future friendships in a world not too distant from our own.”—iO9

Steal Away Home Jun 27 2022 When twelve-year-old Dana Shannon starts to strip away wallpaper in her family's old house, she's unprepared for the surprise that awaits her. A hidden room—containing a human skeleton! How did such a thing get there? And why was the tiny room sealed up? With the help of a diary found in the room, Dana learns her house was once a station on the Underground Railroad. The young woman whose remains Dana discovered was Lizbet Charles, a conductor and former slave. As the scene shifts between Dana's world and 1856, the story of the families that lived in the house unfolds. But as pieces of the puzzle begin to fall into place, one haunting question remains—why did Lizbet Charles die?

Steal the Show May 15 2021 A powerful way to master every performance in your career and life, from presentations and sales pitches to interviews and tough conversations, drawing on the methods the author applied as a working actor and has honed over a decade of coaching salespeople, marketers, managers, and business owners.

How to Write the Perfect Resume Sep 30 2022 In today's brutally competitive job market, it's more important than ever for your resume to stand out and capture the attention of potential employers. Unfortunately, most people go about this the wrong way. In this step-by-step, comprehensive guide, Dan breaks down the exact method he's carefully developed over a period of ten years to develop rock solid resumes that get results--no matter which job you're trying to land. By following the principles outlined in this book, you can turn your job search around and get one step closer to the job you've always dreamed of!

How to Write & Design a Professional Résumé to Get the Job Sep 06 2020 In these tough economic times companies are downsizing, outsourcing, and merging, and job seekers are facing more competition than ever. You need a great resume to stand out from the crowd. Your resume is a platform to detail your achievements and experience. A resume is a document, designed to an employer on why they should contact and ultimately hire you. You will learn the basic components that must be in your resume, resume formats, key action words, common resume myths, what fonts to use, how to stress accomplishments, what information you should never put on resume, how to write your resume from the employer's perspective, how to write the resume to fit the job, what words to use and what words never to use, techniques to get the interview, the secrets of a great cover letter, how to best describe your experience, how to detail employment gaps, and how to develop a professional resume. You also will learn about paper selection, electronic resumes, white space, margins, graphics, and computer software to help layout your resume. If you use all this information, you will give yourself that edge over the competition that you deserve. The companion CD-ROM is included with the print version of this book; however is not available for download with the electronic version. It may be obtained separately by contacting Atlantic Publishing Group at sales@atlantic-pub.com Atlantic Publishing is a small, independent publishing company based in Ocala, Florida. Founded over twenty years ago in the company president's garage, Atlantic Publishing has grown to become a renowned resource for non-fiction books. Today, over 450 titles are in print covering subjects such as small business, healthy living, management, finance, careers, and real estate. Atlantic Publishing prides itself on producing award winning, high-quality manuals that give readers up-to-date, pertinent information, real-world examples, and case studies with expert advice. Every book has resources, contact information, and web sites of the products or companies discussed.

Best Resume Book Sep 18 2021

One Of Us Is Lying Apr 01 2020 The international bestselling YA thriller by acclaimed author, Karen M. McManus - NOW A MAJOR NETFLIX SERIES. Five students go to detention. Only four leave alive. Yale hopeful Bronwyn has never publicly broken a rule. Sports star Cooper only knows what he's doing in the baseball diamond. Bad boy Nate is one misstep away from a life of crime. Prom queen Addy is holding together the cracks in her perfect life. And outsider Simon, creator of the notorious gossip app at Bayview High, won't ever talk about any of them again. He dies 24 hours before he could post their deepest secrets online. Investigators conclude it's no accident. All of them are suspects. Everyone has secrets, right? What really matters is how far you'll go to protect them. 'Tightly plotted and brilliantly written, with sharp, believable characters, this whodunit is utterly irresistible' - HEAT 'Twisty plotting, breakneck pacing and intriguing characterisation add up to an exciting single-sitting thrillerish treat' -THE GUARDIAN 'A fantastic murder mystery, packed with cryptic clues and countless plot twists. I could not put this book down' - THE SUN 'Pretty Little Liars meets The Breakfast Club' - ENTERTAINMENT WEEKLY

Knock 'em Dead Resumes Mar 13 2021 "A killer resume gets more job interviews."

Stealing the Corner Office Nov 20 2021 Stealing the Corner Office is mandatory reading for smart, hardworking managers who always wonder why their seemingly incompetent superiors are so successful. It is a unique collection of controversial but highly effective tactics for middle managers and aspiring executives who want to learn the real secrets for moving up the corporate ladder. Unlike virtually all other business books—which are based on the assumption that corporations are logical and fair—Stealing the Corner Office explores the unconventional tactics people less competent than you use to get ahead and stay ahead. It is your proven playbook to thrive and win in an imperfect corporate world. Stealing the Corner Office will teach you: How incompetent people so often get ahead, and what you can learn from them. How to make universally flawed corporate policies work in your favor. Why showing too much passion for your ideas can be career suicide. Why delivering results should never be your highest priority. These and many more controversial tactics will change the way you look at your career and how you manage projects, people, and

priorities. Apply the 10 principles in *Stealing the Corner Office* and watch your career take off!

The Moonstone Jul 17 2021

The Lightning Thief Feb 21 2022 Percy Jackson is about to be kicked out of boarding school...again. And that's the least of his troubles. Lately, mythological monsters and the gods of Mount Olympus seem to be walking straight out of the pages of Percy's Greek mythology textbook and into his life. Book #1 in the NYT best-selling series, with cover art from the feature film, *The Lightning Thief*.

The Resume and Cover Letter Phrase Book Nov 01 2022 Face it--words matter when it comes to getting noticed, getting the interview, and getting the job. In this invaluable guide to crafting the pitch that opens doors, staffing experts Schuman and Nadler give you hundreds of tools to make that happen. You will no longer struggle to find the phrases that best highlight your achievements; instead, you'll garner attention with such smart options as: I created a program that accomplished the following . . . My work generated \$5 million in revenue . . . I built a team of employees who created . . . The work I did saved my company \$3 million . . . I solved the following problems for my employer . . . The market's tight, but the jobs are out there. With these essential words and phrases, you can move your application to the top of the pile!

A Recruiter's Guide to Job Hunting Oct 27 2019 Written by a seasoned recruiting leader, this guide goes beyond job hunting basics to provide candidates with specific, effective strategies to get noticed. With a straight-forward approach, Eric Knott reveals the tactics clever job seekers use to stand-out from the crowd and gain access to recruiters and hiring managers. - Learn how to truly integrate social media into your search - Discover how students, even returning students, are able to gain unique access to recruiters and hiring managers, allowing them to get to the front of the job-hunting line - Manage unemployment or changing careers so they don't hinder your job hunt - Leverage job fairs and networking opportunities to gain access to decision makers - Effectively use community and professional associations to advance your search - Prepare for the most current approaches to interviewing, learning how to effectively navigate phone screens, face-to-face interviews, and the job offer - Get the details on free online resources that provide good information for candidates and those that provide the best - Gain perspective in how to vet schools as well as degree and certification programs And the list goes on. With the number of candidates vying for each position, this valuable resource empowers you to get ahead of the masses and get results in your search.

Pinocchio, the Tale of a Puppet Nov 08 2020 Pinocchio, *The Tale of a Puppet* follows the adventures of a talking wooden puppet whose nose grew longer whenever he told a lie and who wanted more than anything else to become a real boy. As carpenter Master Antonio begins to carve a block of pinewood into a leg for his table the log shouts out, "Don't strike me too hard!" Frightened by the talking log, Master Cherry does not know what to do until his neighbor Geppetto drops by looking for a piece of wood to build a marionette. Antonio gives the block to Geppetto. And thus begins the life of Pinocchio, the puppet that turns into a boy. *Pinocchio, The Tale of a Puppet* is a novel for children by Carlo Collodi is about the mischievous adventures of Pinocchio, an animated marionette, and his poor father and woodcarver Geppetto. It is considered a classic of children's literature and has spawned many derivative works of art. But this is not the story we've seen in film but the original version full of harrowing adventures faced by Pinocchio. It includes 40 illustrations.

The Best Keywords for Resumes, Letters, and Interviews Jan 29 2020 "...The most comprehensive and authoritative guide to keywords for job seekers. organized by major industries and professions, this easy - to - use book provides quick access to the keywords that are essential to the job you are targeting. Each chapter includes examples of: keywords, keyword phrases, keyword resumes, keyword letters, keyword answers to interview questions..." - back cover.

Crime And Punishment Oct 08 2020 A few words about Dostoevsky himself may help the English reader to understand his work. Dostoevsky was the son of a doctor. His parents were very hard-working and deeply religious people, but so poor that they lived with their five children in only two rooms. The father and mother spent their evenings in reading aloud to their children, generally from books of a serious character. Though always sickly and delicate Dostoevsky came out third in the final examination of the Petersburg school of Engineering. There he had already begun his first work, "Poor Folk." This story was published by the poet Nekrassov in his review and was received with acclamations. The shy, unknown youth found himself instantly something of a celebrity. A brilliant and successful career seemed to open before him, but those hopes were soon dashed. In 1849 he was arrested.

How to Write a KILLER LinkedIn Profile... And 18 Mistakes to Avoid Aug 25 2019 Are you getting the results you want from your LinkedIn profile? This LinkedIn "bible" offers 18 detailed strategies and writing tips PLUS 7 Bonus tips that will teach you how to get found on LinkedIn, and how to keep people reading after they find you. Contains tips for job seekers, business owners, and other professionals.

Looking for Alaska Deluxe Edition Jun 15 2021 A gorgeous collector's edition of the critically acclaimed debut novel by John Green, #1 bestselling author of *Turtles All the Way Down* and *The Fault in Our Stars* A perfect gift for every fan, this deluxe hardcover features a stunning special edition jacket and 50 pages of all-new exclusive content, including: - An introduction by John Green - Extensive Q&A: John Green answers readers' most frequently asked questions - Deleted scenes from the original manuscript ? Winner of the Michael L. Printz Award ? A Los Angeles Times Book Prize Finalist ? A New York Times Bestseller • A USA Today Bestseller ? NPR's Top Ten Best-Ever Teen Novels ? TIME magazine's 100 Best Young Adult Novels of All Time ? A PBS Great American Read Selection NOW A HULU ORIGINAL SERIES! Miles Halter is fascinated by famous last words—and tired of his safe life at home. He leaves for boarding school to seek what the dying poet Francois Rabelais called the "Great Perhaps." Much awaits Miles at Culver Creek, including Alaska Young, who will pull Miles into her labyrinth and catapult him into the Great Perhaps. *Looking for Alaska* brilliantly chronicles the indelible impact one life can have on another. A modern classic, this stunning debut marked #1 bestselling author John Green's arrival as a groundbreaking new voice in contemporary fiction.

All American Boys Jan 11 2021 When sixteen-year-old Rashad is mistakenly accused of stealing, classmate Quinn witnesses his brutal beating at the hands of a police officer who happens to be the

older brother of his best friend. Told through Rashad and Quinn's alternating viewpoints.

A Spy's Resume Jun 03 2020 Since the recent attacks of September 11, 2001, the intelligence community has been on a hiring binge. According to some estimates, over half of those currently employed in the agencies and departments that comprise the U.S. intelligence community have less than six years experience. Consequently, there are a lot of people 'learning the ropes' on how to become an intelligence professional. A Spy's RZsumZ describes what people can expect when they decide to leave government or military service. In this book, Marc Anthony Viola assists government and military professionals transitioning into the civilian world, using techniques from the U.S. intelligence community. While Viola includes advice on rZsumZ writing and interviewing, his book goes beyond 'how to find a job' to the challenge of conceptualizing a new vocation, as well as looking at the personal journey from the perspective of a former intelligence professional transitioning to the civilian sector. Viola uses experiences and observations from his own military intelligence career in ways that are of interest and of benefit to anyone thinking of changing careers or in transition with his or her own life.

Steal This Book Apr 13 2021 Steal this book

Narrative of the Life of Frederick Douglass, an American Slave Dec 30 2019 Narrative of the Life of Frederick Douglass is an 1845 memoir and treatise on abolition written by famous orator and former slave Frederick Douglass during his time in Lynn, Massachusetts. It is generally held to be the most famous of a number of narratives written by former slaves during the same period. In factual detail, the text describes the events of his life and is considered to be one of the most influential pieces of literature to fuel the abolitionist movement of the early 19th century in the United States. Narrative of the Life of Frederick Douglass encompasses eleven chapters that recount Douglass's life as a slave and his ambition to become a free man.

The Quit Alternative Feb 09 2021 Here are the top 5 reasons this professional development book is a MUST READ: 1) You can create the job you love without quitting your job and giving up your steady paycheck, 401(k), and insurance. This book shows you how. You won't find this information in traditional career guides. It is 100% possible for you, even if you've been considering how to quit your job or how to snag a job you love. 2) You'll be entertained (and secretly educated). You'll laugh, cry, and maybe even feel compelled to leave a copy on your boss' desk. Stick with me, and you'll discover helpful principles that will make you the talk of the water cooler. This isn't another ho-hum professional development book, and it's not a "how to find a job" guide full of blank forms. You'll learn a new and inspiring perspective through unforgettably entertaining stories, like what I learned the day my shrink fired me, how I negotiated for a toilet seat on the corporate jet, and how I got called out by my masseuse. 3) You'll become empowered, whether you're the mail clerk or CEO or you fall somewhere in between. This book has been endorsed by 5 senior executive leaders of Fortune 1000 companies and 3 mail clerks. 4) You'll discover a return on your investment to earn a car. Invest a few dollars and a little bit of time to read this book, and you'll pick up career development tips that can save you enough to earn a car (page 9). 5) You'll have a "Personal Career Counselor in Your Pocket." It's useful and practical with vivid case studies for how to negotiate with the boss to help pay for your MBA or support a relocation to the city of your dreams. You'll also learn how to deal with an unreasonable boss and even say "No" without getting fired.

How to Write an Amazing IT Resume Aug 18 2021 Finally, a resume book created for IT professionals. Whether you're just getting out of school and looking for your first job, or you're an IT veteran with years of experience, this book has everything you need. In *How to Write an Amazing IT Resume*, You'll learn how to write a resume that makes an impact. You'll discover how to: - Clear the automated screener-Sail past the IT recruiter-Hook the hiring manager...and get that interview! Perfect for: -IT business analysts-Technical analysts-Developers-Web designers-Helpdesk technicians-Administrators-Network architects-Software engineers-IT managers and directors Your resume is the most important thing you'll ever write. You only get one shot for that IT dream job, so make it count!

Unbroken Sep 26 2019 #1 NEW YORK TIMES BESTSELLER • NOW A MAJOR MOTION PICTURE • Look for special features inside. Join the Random House Reader's Circle for author chats and more. In boyhood, Louis Zamperini was an incorrigible delinquent. As a teenager, he channeled his defiance into running, discovering a prodigious talent that had carried him to the Berlin Olympics. But when World War II began, the athlete became an airman, embarking on a journey that led to a doomed flight on a May afternoon in 1943. When his Army Air Forces bomber crashed into the Pacific Ocean, against all odds, Zamperini survived, adrift on a foundering life raft. Ahead of Zamperini lay thousands of miles of open ocean, leaping sharks, thirst and starvation, enemy aircraft, and, beyond, a trial even greater. Driven to the limits of endurance, Zamperini would answer desperation with ingenuity; suffering with hope, resolve, and humor; brutality with rebellion. His fate, whether triumph or tragedy, would be suspended on the fraying wire of his will. Appearing in paperback for the first time—with twenty arresting new photos and an extensive Q&A with the author—*Unbroken* is an unforgettable testament to the resilience of the human mind, body, and spirit, brought vividly to life by Seabiscuit author Laura Hillenbrand. Hailed as the top nonfiction book of the year by *Time* magazine • Winner of the Los Angeles Times Book Prize for biography and the Indies Choice Adult Nonfiction Book of the Year award “Extraordinarily moving . . . a powerfully drawn survival epic.”—*The Wall Street Journal* “[A] one-in-a-billion story . . . designed to wrench from self-respecting critics all the blurby adjectives we normally try to avoid: It is amazing, unforgettable, gripping, harrowing, chilling, and inspiring.”—*New York* “Staggering . . . mesmerizing . . . Hillenbrand’s writing is so ferociously cinematic, the events she describes so incredible, you don’t dare take your eyes off the page.”—*People* “A meticulous, soaring and beautifully written account of an extraordinary life.”—*The Washington Post* “Ambitious and powerful . . . a startling narrative and an inspirational book.”—*The New York Times Book Review* “Magnificent . . . incredible . . . [Hillenbrand] has crafted another masterful blend of sports, history and overcoming terrific odds; this is biography taken to the nth degree, a chronicle of a remarkable life lived through extraordinary times.”—*The Dallas Morning News* “An astonishing testament to the superhuman power of tenacity.”—*Entertainment Weekly* “A tale of triumph and redemption . . . astonishingly detailed.”—*O: The Oprah Magazine* “[A] masterfully told true story . . . nothing less than a marvel.”—*Washingtonian* “[Hillenbrand tells this] story with cool elegance but at a thrilling sprinter’s pace.”—*Time* “Hillenbrand [is] one of our best writers of narrative history. You don’t have to be a sports fan or a war-history buff to devour this book—you just have to love great storytelling.”—Rebecca Skloot, author of *The Immortal Life of Henrietta Lacks*

Betrayal Jun 23 2019 ***THE INSTANT New York Times, Wall Street Journal, USA Today, and IndieBound BESTSELLER*** An NPR Book of the Day Picking up where the New York Times

bestselling *Front Row* at the Trump Show left off, this is the explosive look at the aftermath of the election—and the events that followed Donald Trump’s leaving the White House all the way to January 6—from ABC News’ chief Washington correspondent. Nobody is in a better position to tell the story of the shocking final chapter of the Trump show than Jonathan Karl. As the reporter who has known Donald Trump longer than any other White House correspondent, Karl told the story of Trump’s rise in the New York Times bestseller *Front Row at the Trump Show*. Now he tells the story of Trump’s downfall, complete with riveting behind-the-scenes accounts of some of the darkest days in the history of the American presidency and packed with original reporting and on-the-record interviews with central figures in this drama who are telling their stories for the first time. This is a definitive account of what was really going on during the final weeks and months of the Trump presidency and what it means for the future of the Republican Party, by a reporter who was there for it all. He has been taunted, praised, and vilified by Donald Trump, and now Jonathan Karl finds himself in a singular position to deliver the truth.

Power Verbs for Job Seekers May 03 2020 Electrify all your job search communications and build the great career you want! The right verbs • make you unforgettable • powerfully demonstrate your value • attract employers like moths to flame Grab the right verb and use it the right way to: Craft outstanding résumés, cover letters, and thank-you notes Draw attention to your best achievements and accomplishments Get your face-to-face interview—and ace it Pitch yourself brilliantly, even if you only have a minute Weave crucial “soft skills” expertise into your career communications Prove you’re the person they’re looking for Jam-packed with examples drawing on thousands of years of storytelling, literature, and experience Indispensable for everyone who wants a rewarding, successful, well-paid career!

Holes Mar 01 2020 #1 NEW YORK TIMES BESTSELLER • NEWBERY MEDAL WINNER • NATIONAL BOOK AWARD WINNER Dig deep in this award-winning, modern classic that will remind readers that adventure is right around the corner—or just under your feet! Stanley Yelnats is under a curse. A curse that began with his no-good-dirty-rotten-pig-stealing-great-great-grandfather and has since followed generations of Yelnatses. Now Stanley has been unjustly sent to a boys’ detention center, Camp Green Lake, where the boys build character by spending all day, every day digging holes exactly five feet wide and five feet deep. There is no lake at Camp Green Lake. But there are an awful lot of holes. It doesn’t take long for Stanley to realize there’s more than character improvement going on at Camp Green Lake. The boys are digging holes because the warden is looking for something. But what could be buried under a dried-up lake? Stanley tries to dig up the truth in this inventive and darkly humorous tale of crime and punishment—and redemption. "A smart jigsaw puzzle of a novel." —New York Times *Includes a double bonus: an excerpt from *Small Steps*, the follow-up to *Holes*, as well as an excerpt from the New York Times bestseller *Fuzzy Mud*.

Steal Like an Artist Jul 29 2022 You don’t need to be a genius, you just need to be yourself. That’s the message from Austin Kleon, a young writer and artist who knows that creativity is everywhere, creativity is for everyone. A manifesto for the digital age, *Steal Like an Artist* is a guide whose positive message, graphic look and illustrations, exercises, and examples will put readers directly in touch with their artistic side. When Mr. Kleon was asked to address college students in upstate New York, he shaped his speech around the ten things he wished someone had told him when he was starting out. The talk went viral, and its author dug deeper into his own ideas to create *Steal Like an Artist*, the book. The result is inspiring, hip, original, practical, and entertaining. And filled with new truths about creativity: Nothing is original, so embrace influence, collect ideas, and remix and re-imagine to discover your own path. Follow your interests wherever they take you. Stay smart, stay out of debt, and risk being boring—the creative you will need to make room to be wild and daring in your imagination.

Resume 101 Oct 20 2021 Minimal job experience? No problem! You’ve just graduated and are ready to land your first real job after college or high school. But how do you write the first résumé and cover letter of your career if you don’t have any previous jobs to list? How do you stand out above the other applicants—including people with more experience who are out of work—with your summer job at the diner, internship at the local paper, or spot on the Ultimate Frisbee team? Dr. Q to the rescue! For two decades, communication professor Quentin Schultze has been teaching résumé-writing to college students and recent graduates, helping them identify their strengths and transferable skills from their unique life experiences—from extracurriculars to part-time jobs to internships to volunteering. With *Résumé 101*, you’ll discover the secrets to composing strong, impressive resumes and cover letters, such as: What to include when you lack professional experience How to get great references and recommendations Why to use a summary rather than objective statement When to include hobbies, travel, and technology skills What to do if your GPA isn’t sky-high Which designs and basic formats work the best Where to find the perfect verbs and adjectives for a specific job With Dr. Q’s help, you’ll soon have a résumé and cover letter that will show hiring managers who you really are, why you’re perfect for your dream job, and why they should choose you.

The Art of the Steal Jan 23 2022 *The Art of the Steal* tells the story of several larger-than-life figures - the billionaire tycoon Alfred Taubman; the most powerful woman in the art world, Dede Brooks; and the wily British executive Christopher Davidge - who conspired to cheat their clients out of millions of dollars. It offers an unprecedented look inside this secretive, glamorous, gold-plated industry, describing just how Sotheby’s and Christie’s grew from clubby, aristocratic businesses into slick international corporations. And it shows how the groundwork for the most recent illegal activities was laid decades before the perpetrators were caught by federal prosecutors.

House of Earth and Blood Jul 25 2019 A #1 New York Times bestseller! Sarah J. Maas’s brand-new CRESCENT CITY series begins with *House of Earth and Blood*: the story of half-Fae and half-human Bryce Quinlan as she seeks revenge in a contemporary fantasy world of magic, danger, and searing romance. Bryce Quinlan had the perfect life-working hard all day and partying all night—until a demon murdered her closest friends, leaving her bereft, wounded, and alone. When the accused is behind bars but the crimes start up again, Bryce finds herself at the heart of the investigation. She’ll do whatever it takes to avenge their deaths. Hunt Athalar is a notorious Fallen angel, now enslaved to the Archangels he once attempted to overthrow. His brutal skills and incredible strength have been set to one purpose—to assassinate his boss’s enemies, no questions asked. But with a demon wreaking havoc in the city, he’s offered an irresistible deal: help Bryce find the murderer, and his freedom will be within reach. As Bryce and Hunt dig deep into Crescent City’s underbelly, they discover a dark power that threatens everything and everyone they hold dear, and they find, in each other, a blazing passion—one that could set them both free, if they’d only let it. With unforgettable characters, sizzling romance, and page-turning suspense, this richly inventive new fantasy

series by #1 New York Times bestselling author Sarah J. Maas delves into the heartache of loss, the price of freedom-and the power of love.

The Book Thief Aug 30 2022 #1 NEW YORK TIMES BESTSELLER • ONE OF TIME MAGAZINE'S 100 BEST YA BOOKS OF ALL TIME The extraordinary, beloved novel about the ability of books to feed the soul even in the darkest of times. When Death has a story to tell, you listen. It is 1939. Nazi Germany. The country is holding its breath. Death has never been busier, and will become busier still. Liesel Meminger is a foster girl living outside of Munich, who scratches out a meager existence for herself by stealing when she encounters something she can't resist—books. With the help of her accordion-playing foster father, she learns to read and shares her stolen books with her neighbors during bombing raids as well as with the Jewish man hidden in her basement. In superbly crafted writing that burns with intensity, award-winning author Markus Zusak, author of *I Am the Messenger*, has given us one of the most enduring stories of our time. “The kind of book that can be life-changing.” —The New York Times “Deserves a place on the same shelf with *The Diary of a Young Girl* by Anne Frank.” —USA Today **DON'T MISS BRIDGE OF CLAY, MARKUS ZUSAK'S FIRST NOVEL SINCE THE BOOK THIEF.**

Losing Your Job and Finding Yourself Dec 22 2021 Whether losing a job by layoff or by choice, this memoir and guide offers solace, insights, and actions to navigate a transition that can be traumatic, turbulent, and triumphant. Reading Nancy's story is like having a conversation with a trusted confidant and coach.

The Road Nov 28 2019 NATIONAL BESTSELLER • WINNER OF THE PULITZER PRIZE • A searing, post-apocalyptic novel about a father and son's fight to survive, this "tale of survival and the miracle of goodness only adds to McCarthy's stature as a living master. It's gripping, frightening and, ultimately, beautiful" (San Francisco Chronicle). A father and his son walk alone through burned America. Nothing moves in the ravaged landscape save the ash on the wind. It is cold enough to crack stones, and when the snow falls it is gray. The sky is dark. Their destination is the coast, although they don't know what, if anything, awaits them there. They have nothing; just a pistol to defend themselves against the lawless bands that stalk the road, the clothes they are wearing, a cart of scavenged food—and each other. *The Road* is the profoundly moving story of a journey. It boldly imagines a future in which no hope remains, but in which the father and his son, "each the other's world entire," are sustained by love. Awesome in the totality of its vision, it is an unflinching meditation on the worst and the best that we are capable of: ultimate destructiveness, desperate tenacity, and the tenderness that keeps two people alive in the face of total devastation. Look for Cormac McCarthy's new novel, *The Passenger*.

The Goldfinch Aug 06 2020 A young New Yorker grieving his mother's death is pulled into a gritty underworld of art and wealth in this "extraordinary" and beloved Pulitzer Prize winner that "connects with the heart as well as the mind" (Stephen King, New York Times Book Review). Theo Decker, a 13-year-old New Yorker, miraculously survives an accident that kills his mother. Abandoned by his father, Theo is taken in by the family of a wealthy friend. Bewildered by his strange new home on Park Avenue, disturbed by schoolmates who don't know how to talk to him, and tormented above all by a longing for his mother, he clings to the one thing that reminds him of her: a small, mysteriously captivating painting that ultimately draws Theo into a wealthy and insular art community. As an adult, Theo moves silkily between the drawing rooms of the rich and the dusty labyrinth of an antiques store where he works. He is alienated and in love -- and at the center of a narrowing, ever more dangerous circle. *The Goldfinch* is a mesmerizing, stay-up-all-night and tell-all-your-friends triumph, an old-fashioned story of loss and obsession, survival and self-invention. From the streets of New York to the dark corners of the art underworld, this "soaring masterpiece" examines the devastating impact of grief and the ruthless machinations of fate (Ron Charles, Washington Post).

Loot Apr 25 2022 "LOOT hits the jackpot." -- Rick Riordan, #1 NEW YORK TIMES bestselling author On a foggy night in Amsterdam, a man falls from a rooftop to the wet pavement below. It's Archibald McQuinn, the notorious cat burglar, and he's dying. As sirens wail in the distance, Archie manages to get out two last words to his young son, March: "Find jewels." But March learns that his father is not talking about hidden loot. He's talking about Jules, the twin sister March never knew he had. No sooner than the two find each other, they're picked up by the police and sent to the world's worst orphanage. It's not hard time, but it feels like it. March and Jules have no intention of staying put. They know their father's business inside and out, and they're tired of being pushed around. Just one good heist, and they'll live the life of riches and freedom that most kids only dream about. . . . Hold on to your pearls, because this summer, the world's youngest criminal masterminds are coming for you. Praise for *Loot*: "So many things I love about this book: Cursed jewels, a dangerous prophecy, a crash course in the history of thievery, acrobatics and grift . . . This is LOOT you can take to the bank. It's the perfect summer read for kids." -- Rick Riordan, #1 NEW YORK TIMES bestselling author of the Percy Jackson series "LOOT is one of those books that you'll want to devour in one sitting. Full of twists and turns and thrills aplenty, with the perfect mixture of humor throughout, this is a must-read. I really loved it." -- James Dashner, NEW YORK TIMES bestselling author of *THE MAZE RUNNER* "LOOT is pure delight -- a super-smart, funny, and exciting ride that I hoped would last forever. Full of wonderful characters and gratifying twists, this story is truly something special." -- Rebecca Stead, NEW YORK TIMES bestselling author and Newbery Medalist for *WHEN YOU REACH ME* "A nonstop thrill ride of cons, schemes, and near misses, with more twists than a pretzel factory. If middle grade heist counts as a genre, Jude Watson is the master." -- Gordon Korman, NEW YORK TIMES bestselling author of *SWINDLE* "LOOT is proof that Jude Watson can do it all: an edge-of-your seat mystery that manages to be thrilling, funny, nail-biting, and full of real characters readers will care about. I loved it." -- Peter Lerangis, NEW YORK TIMES bestselling author of *The Seven Wonders* series "LOOT is one of my favorite reads in a very long time! I could not put this book down!" -- Jennifer A. Nielsen, NEW YORK TIMES bestselling author of *THE FALSE PRINCE* "LOOT breezes along in Jude Watson's trademark smart, snappy style, a sophisticated caper with a charming and unforgettable cast of characters." -- Natalie Standiford, author of *THE SECRET TREE* "LOOT is fast, fun, and full of exciting twists -- like *OCEANS 11* starring kids. Buried beneath the exciting heist adventure is a beautifully written story of love and resilience, but that just serves to deepen the surprises and suspense that will keep kids flipping pages long after lights out." -- Rachel Vail, author of *UNFRIENDED* "Bursting with adventure, humor and heart, LOOT is an unputdownable treat. Just make sure to hide it somewhere genius when you're done, so no one tries to steal it." -- Sarah Mlynowski, bestselling author of the *Whatever After* series "One deadly curse, four runaway kids and seven magical moonstones all add up to a page-turner full of action and heart. This is *OCEAN'S ELEVEN* for the middle grade reader." -- Kirby Larson, Newbery Honor author of *HATTIE BIG SKY* * "Akin to the best of roller-coaster rides. . . . Taut, engrossing, and unstoppable."

-- KIRKUS REVIEWS, starred review * "Jewel theft has never been as fun as in 39 Clues contributor Watson's action-packed novel featuring Mission: Impossible - style escapades. . . . The high level of suspense, ultra-short chapters, and fast pace will hook readers of all stripes." -- PUBLISHERS WEEKLY, starred review "Sassy narration, smart quips, pigeon drops, and slang worthy of an episode of DRAGNET make this fast-paced tale of topsy-turvy antics a joy from beginning to end. Don't try these high jinks at home..." -- BOOKLIST "A richly entertaining romp." -- BULLETIN OF THE CENTER FOR CHILDREN'S BOOKS

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