## **Ignac** Balis

Adjudicator

#### Contact Details

East Montana, 19293-7426, Maine (684) 367 2719

ignacbalis@gmail.com

Dear [Hiring Manager Name],

I am writing to apply for the Adjudicator role at [Company Name]. With my strong writing and research skills, as well as my experience in customer service, I am confident that I can make a strong contribution to your team.

I recently completed my Bachelor's degree in Human Resource Management, and I have gained key skills in problem-solving, communication, and organizational management. I am an organized, detail-oriented person, and I am passionate about providing excellent customer service.

In my current role as an Administrative Assistant at [Company], I have gained valuable experience in customer service and problem-solving. I have helped to resolve customer complaints and inquiries, and I have been able to successfully navigate difficult conversations. I am confident that I can bring this same level of service to the Adjudicator role.

In addition to my customer service experience, I have also gained experience in research, analysis, and writing. I have written reports on customer feedback, and I have conducted research on customer trends and preferences. I am confident that I can utilize these skills to assist in the Adjudicator role.

I am confident that I have the skills and experience necessary to be an effective Adjudicator for [Company Name]. I am eager to learn more about the position and to discuss how I can be an asset to your team. I look forward to hearing from you.

Sincerely,

[Your Name]

# **Sample Cover Letter For Eligibility Adjudicator**

**Wolfgang Guggemos** 

Sample Cover Letter For Eligibility Adjudicator:

Thank you for reading **Sample Cover Letter For Eligibility Adjudicator**. Maybe you have knowledge that, people have look numerous times for their chosen books like this Sample Cover Letter For Eligibility Adjudicator, but end up in harmful downloads.

Rather than enjoying a good book with a cup of tea in the afternoon, instead they are facing with some malicious bugs inside their computer.

Sample Cover Letter For Eligibility Adjudicator is available in our book collection an online access to it is set as public so you can get it instantly.

Our book servers hosts in multiple locations, allowing you to get the most less latency time to download any of our books like this one.

Kindly say, the Sample Cover Letter For Eligibility Adjudicator is universally compatible with any devices to read

https://crm.avenza.com/results/book-search/default.aspx/owner\_manual\_to\_2015\_ford\_f250\_lariat.pdf

#### **Table of Contents Sample Cover Letter For Eligibility Adjudicator**

- 1. Understanding the eBook Sample Cover Letter For Eligibility Adjudicator
  - The Rise of Digital Reading Sample Cover Letter For Eligibility Adjudicator
  - Advantages of eBooks Over Traditional Books
- 2. Identifying Sample Cover Letter For Eligibility Adjudicator
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Sample Cover Letter For Eligibility Adjudicator
  - User-Friendly Interface
- 4. Exploring eBook Recommendations from Sample Cover Letter For Eligibility Adjudicator

- Personalized Recommendations
- Sample Cover Letter For Eligibility Adjudicator User Reviews and Ratings
- Sample Cover Letter For Eligibility Adjudicator and Bestseller Lists
- 5. Accessing Sample Cover Letter For Eligibility Adjudicator Free and Paid eBooks
  - Sample Cover Letter For Eligibility Adjudicator Public Domain eBooks
  - Sample Cover Letter For Eligibility Adjudicator eBook Subscription Services
  - Sample Cover Letter For Eligibility Adjudicator Budget-Friendly Options
- 6. Navigating Sample Cover Letter For Eligibility Adjudicator eBook Formats
  - o ePub, PDF, MOBI, and More
  - Sample Cover Letter For Eligibility Adjudicator Compatibility with Devices
  - Sample Cover Letter For Eligibility Adjudicator Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Sample Cover Letter For Eligibility Adjudicator
  - Highlighting and Note-Taking Sample Cover Letter For Eligibility Adjudicator
  - Interactive Elements Sample Cover Letter For Eligibility Adjudicator
- 8. Staying Engaged with Sample Cover Letter For Eligibility Adjudicator
  - o Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Sample Cover Letter For Eligibility Adjudicator
- 9. Balancing eBooks and Physical Books Sample Cover Letter For Eligibility Adjudicator
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Sample Cover Letter For Eligibility Adjudicator
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Sample Cover Letter For Eligibility Adjudicator
  - Setting Reading Goals Sample Cover Letter For Eligibility Adjudicator
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Sample Cover Letter For Eligibility Adjudicator

- Fact-Checking eBook Content of Sample Cover Letter For Eligibility Adjudicator
- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

#### Sample Cover Letter For Eligibility Adjudicator Introduction

In this digital age, the convenience of accessing information at our fingertips has become a necessity. Whether its research papers, eBooks, or user manuals, PDF files have become the preferred format for sharing and reading documents. However, the cost associated with purchasing PDF files can sometimes be a barrier for many individuals and organizations. Thankfully, there are numerous websites and platforms that allow users to download free PDF files legally. In this article, we will explore some of the best platforms to download free PDFs. One of the most popular platforms to download free PDF files is Project Gutenberg. This online library offers over 60,000 free eBooks that are in the public domain. From classic literature to historical documents, Project Gutenberg provides a wide range of PDF files that can be downloaded and enjoyed on various devices. The website is user-friendly and allows users to search for specific titles or browse through different categories. Another reliable platform for downloading Sample Cover Letter For Eligibility Adjudicator free PDF files is Open Library. With its vast collection of over 1 million eBooks, Open Library has something for every reader. The website offers a seamless experience by providing options to borrow or download PDF files. Users simply need to create a free account to access this treasure trove of knowledge. Open Library also allows users to contribute by uploading and sharing their own PDF files, making it a collaborative platform for book enthusiasts. For those interested in academic resources, there are websites dedicated to providing free PDFs of research papers and scientific articles. One such website is Academia.edu, which allows researchers and scholars to share their work with a global audience. Users can download PDF files of research papers, theses, and dissertations covering a wide range of subjects. Academia.edu also provides a platform for discussions and networking within the academic community. When it comes to downloading Sample Cover Letter For Eligibility Adjudicator free PDF files of magazines, brochures, and catalogs, Issuu is a popular choice. This digital publishing platform hosts a vast collection of publications from around the world. Users can search for specific titles or explore various categories and genres. Issuu offers a seamless reading experience with its user-friendly interface and allows users to download PDF files for

offline reading. Apart from dedicated platforms, search engines also play a crucial role in finding free PDF files. Google, for instance, has an advanced search feature that allows users to filter results by file type. By specifying the file type as "PDF," users can find websites that offer free PDF downloads on a specific topic. While downloading Sample Cover Letter For Eligibility Adjudicator free PDF files is convenient, its important to note that copyright laws must be respected. Always ensure that the PDF files you download are legally available for free. Many authors and publishers voluntarily provide free PDF versions of their work, but its essential to be cautious and verify the authenticity of the source before downloading Sample Cover Letter For Eligibility Adjudicator. In conclusion, the internet offers numerous platforms and websites that allow users to download free PDF files legally. Whether its classic literature, research papers, or magazines, there is something for everyone. The platforms mentioned in this article, such as Project Gutenberg, Open Library, Academia.edu, and Issuu, provide access to a vast collection of PDF files. However, users should always be cautious and verify the legality of the source before downloading Sample Cover Letter For Eligibility Adjudicator any PDF files. With these platforms, the world of PDF downloads is just a click away.

#### **FAQs About Sample Cover Letter For Eligibility Adjudicator Books**

- 1. Where can I buy Sample Cover Letter For Eligibility Adjudicator books? Bookstores: Physical bookstores like Barnes & Noble, Waterstones, and independent local stores. Online Retailers: Amazon, Book Depository, and various online bookstores offer a wide range of books in physical and digital formats.
- 2. What are the different book formats available? Hardcover: Sturdy and durable, usually more expensive. Paperback: Cheaper, lighter, and more portable than hardcovers. E-books: Digital books available for e-readers like Kindle or software like Apple Books, Kindle, and Google Play Books.
- 3. How do I choose a Sample Cover Letter For Eligibility Adjudicator book to read? Genres: Consider the genre you enjoy (fiction, non-fiction, mystery, sci-fi, etc.). Recommendations: Ask friends, join book clubs, or explore online reviews and recommendations. Author: If you like a particular author, you might enjoy more of their work.
- 4. How do I take care of Sample Cover Letter For Eligibility Adjudicator books? Storage: Keep them away from direct sunlight and in a dry environment. Handling: Avoid folding pages, use bookmarks, and handle them with clean hands. Cleaning: Gently dust the covers and pages occasionally.
- 5. Can I borrow books without buying them? Public Libraries: Local libraries offer a wide range of books for borrowing. Book Swaps: Community book exchanges or online platforms where people exchange books.

- 6. How can I track my reading progress or manage my book collection? Book Tracking Apps: Goodreads, LibraryThing, and Book Catalogue are popular apps for tracking your reading progress and managing book collections. Spreadsheets: You can create your own spreadsheet to track books read, ratings, and other details.
- 7. What are Sample Cover Letter For Eligibility Adjudicator audiobooks, and where can I find them? Audiobooks: Audio recordings of books, perfect for listening while commuting or multitasking. Platforms: Audible, LibriVox, and Google Play Books offer a wide selection of audiobooks.
- 8. How do I support authors or the book industry? Buy Books: Purchase books from authors or independent bookstores. Reviews: Leave reviews on platforms like Goodreads or Amazon. Promotion: Share your favorite books on social media or recommend them to friends.
- 9. Are there book clubs or reading communities I can join? Local Clubs: Check for local book clubs in libraries or community centers. Online Communities: Platforms like Goodreads have virtual book clubs and discussion groups.
- 10. Can I read Sample Cover Letter For Eligibility Adjudicator books for free? Public Domain Books: Many classic books are available for free as theyre in the public domain. Free E-books: Some websites offer free e-books legally, like Project Gutenberg or Open Library.

#### Find Sample Cover Letter For Eligibility Adjudicator:

owner manual to 2015 ford f250 lariat
owners manual 2003 mazada tribute
owners manual for delonghi pinguino portable air conditioner
owners manual 2003 ford taurus
owners manual aprilia tuono
owners manual chrysler 300 2015
owners manual 2004 honda shadow vt600cd
owner manual lg optimus l9
owner manual nissan almera classic b10
owners manual 2012 mitsubishi fuso fe160 canter
owner manual honda aquatrax f 12x
owner s manual sony xplod 52wx4
owner type jeep for sale in tarlac

#### owner manual honda crf250r 2015

owners manual craftsman lawn mower

#### Sample Cover Letter For Eligibility Adjudicator:

cholo style homies homegirls la raza google books - Jul 14 2023

web cholo style homies homegirls la raza by berrios reynaldo publication date 2006 topics hispanic americans social life and customs spanish americans latin

#### cholo style homies homegirls la raza alibris - Oct 05 2022

web cholo style homies homegirls la raza author berrios reynaldo format book language english imprint los angeles calif feral house c2006 subject hispanic

cholo style homies homegirls and la raza abebooks - Dec 27 2021

#### alfabeau pinterest - Mar 30 2022

web isbn 9781932595147 paperback feral house 2006 condition acceptable the cover has curled corners dings pages have been previously folded or bookmarked

chola style looks and fashion trends from the 90s - Feb 26 2022

#### loading interface goodreads - Jan 28 2022

cholo style feral house - Aug 03 2022

web oct 29 2014 explore beau s board cholo costume on pinterest see more ideas about cholo style cholo costume

#### cholo style homies homegirls and la raza google books - Jan 08 2023

web buy cholo style homies homegirls la raza by reynaldo berrios online at alibris we have new and used copies available in 1 editions starting at 39 44 shop now

cholo style homies homegirls la raza folio library catalog - Jul 02 2022

web oct 20 2020 the style is recognized for combining chola elements with elegant chic fashion pieces such as flower print crop tops flowy cotton dresses pearl earrings

#### cholo style homies homegirls and la raza librarything - Nov 06 2022

web homies homegirls and la raza by reynaldo berrios the classic era of barrio culture as seen through the artwork

interviews and true stories created by homies and homegirls

cholo style 1 volume set homies homegirls and la raza - Jun 01 2022

web discover and share books you love on goodreads

cholo style homies homegirls and la raza paperback - Mar 10 2023

web abebooks com cholo style homies homegirls and la raza book is in used good condition pages and cover are clean and intact used items may not include

cholo style homies homegirls and la raza abebooks - Nov 25 2021

#### cholo style homies homegirls la raza berrios reynaldo - May 12 2023

web cholo style homies homegirls la raza author reynaldo berrios summary from the publisher the powerful chicano street tough look or cholo style continues to become

#### cholo style homies homegirls and la raza - Apr 11 2023

web cholo style homies homegirls and la raza author reynaldo berrios edition large print publisher readhowyouwant com 2011 isbn 1459620429 9781459620421

#### cholo style homies homegirls and la raza paperback - Jun 13 2023

web cholo style homies homegirls and la raza berrios reynaldo 9781932595147 books amazon ca

cholo style homies homegirls and la raza - Aug 15 2023

web cholo style homies homegirls la raza author reynaldo berrios edition illustrated publisher feral house 2006 original from the university of california digitized aug 4

#### old school cholas y cholos pinterest - Apr 30 2022

web abebooks com cholo style homies homegirls and la raza 9781932595147 by berrios reynaldo and a great selection of similar new used and collectible books

cholo style homies homegirls and la raza indigo books - Sep 04 2022

web buy cholo style 1 volume set homies homegirls and la raza by reynaldo berrios online at alibris we have new and used copies available in 0 edition starting at shop

cholo style homies homegirls la raza worldcat org - Feb 09 2023

web cholo style includes interviews and photographs obtained at great risk from gang members and underworld leaders throughout the state of california plus intense stylized line

cholo style homies homegirls and la raza abebooks - Dec 07 2022

web buy the paperback book cholo style homies homegirls and la raza by reynaldo berrios at indigo ca canada s largest

bookstore free shipping and pickup in store on

kenexa prove it test preparation psychometric success - Dec 13 2022

web nov 10 2023 the kennexa prove it microsoft excel test will show an example excel sheet tasks will pop up at the bottom for the applicant to complete each one must be done before moving on to the next one the basic test will give 30 prompts the advanced will ask for 25 tasks to be completed the test is untimed

complete guide to kenexa prove it test and how to prepare - Jun 07 2022

web all of the kenexa prove it tests are not timed except for the typing test however on average it would take candidates about 15 to 30 minutes in order to finish a non technical assessment on the other hand it would take 45 to 60 minutes for a technical assessment a typing test in general would take around 3 to 5 minutes

ibm kenexa prove it test 2023 study guide assessment - Aug 09 2022

web the kenexa prove it test is a widely used skilled assessment test that will give employers an insight into how well a candidate knows how to use microsoft office programs in most cases the test will assess their skills in using microsoft s most popular programs excel and

#### kenexa prove it test practice answers - May 18 2023

web in addition to the prove it tests on microsoft word and microsoft excel kenexa also has exams designed to test typing skills data entry skills and even accounting skills as well as three general aptitude tests numerical reasoning verbal reasoning and logical reasoning

kenexa assessment prep prove it tests pack jobtestprep - Jan 14 2023

web total questions 700 topics covered microsoft excel word accounting typing data entry includes answer explanations practice tests and score reports what you ll get about reviews preview get started now what you ll get a downloadable office training software two excel two word power user full length practice tests

just took the excel proveit test from kenexa here are the reddit - Apr 17 2023

web oct 11 2013 the exam is 55 questions long and starts with easy problems before becoming challenging it is timed and took me 59 minutes in total the program takes up the entire screen to prevent you from googling answers or trying them in excel 2nd pc obviously works as a workaround

#### ibm kenexa assesment preparation kenexa prove it - Feb 15 2023

web home tests providers assessment companies ibm kenexa assessment prove it test kenexa prove it test preparation jobtestprep can help you prepare for kenexa skills tests with full length practice tests featuring questions of the same style and difficulty you ll encounter on the actual exam proveit excel 2010 flashcards quizlet - Sep 22 2023

web grab corner and pull down to appropriate level format the selected column column g to highlight cells with the light red fill with dark red text option if the cell is equal to yes click the styles dropdown click conditional formatting hover over highlight cells rules click equal to type yes ok

free kenexa excel test prove it excel test sample questions jobtestprep - Aug 21 2023

web kenexa prove it excel test preparation example jobtestprep offers the most complete and thorough excel preparation online the preparation is on your own pc working on your microsoft excel software whether the edition is 2010 2013 2016 or even 2019

#### kenexa microsoft excel 2010 normal user test pdf slideshare - Jul 20 2023

web jun 27 2016 test results for maurice grefe company name the hope program test administrator recruiter s email dflemming thehopeprogram org test name microsoft excel 2010 normal user test date 10 13 2015 elapsed time 00 29 55 questions correct 21 out of 30 percent correct 70 percentile ranking 20 global average 77

kenexa prove it word test prep online practice tests info - May 06 2022

web increase your chances of success during the interview process by preparing for your microsoft word test jobtestprep offers affordable advanced packs for both word and excel our packs are tailored to the expertise level and the specific edition of the software prove it word 2010 and prove it word 2013

#### free kenexa prove it excel style sample questions answers - Oct 23 2023

web answers to kenexa prove it style excel sample questions here are the answers to the free sample questions appearing on this page the data and the phrasing might be different from the questions appearing on the sample questions page but kenexa prove it microsoft excel 2010 ppt slideshare - Jun 19 2023

web jul 15 2015 sabrina aziz has completed the kenexa prove it microsoft excel 2010 normal user test test results for sabrina aziz company name matura farrington staffing services test administrator recruiter s email tom matfar com test name microsoft excel 2010 normal user test date 7 8 2015 elapsed time 00 24 08 questions

#### kenexa prove it 2010 excel test answers pdf cie - Sep 10 2022

web kenexa prove it 2010 excel test answers kenexa prove it 2010 excel test answers 2 downloaded from cie advances asme org on 2019 02 01 by guest and cloud computing it is the first modern up to date distributed systems textbook it explains how to create high performance scalable reliable systems exposing the design principles

how to pass excel hiring assessment test questions and answers - Nov 12 2022

web learn how to pass kenexa excel assessment test as this video covers typical questions and answers asked on the test refresh your excel skills and learn how

kenexa style proveit sample questions for microsoft word test jobtestprep - Apr 05 2022

web free sample questions in the style of the kenexa prove it microsoft word test free practice for your ms word interview test exclusive to jobtestprep

kenexa prove it excel 2010 test answers download only - Jul 08 2022

web kenexa prove it excel 2010 test answers ibm kenexa prove it excel 2010 intro to worksheets excel 2010 creating workbooks excel 2010 navigating excel 2010 excel 2010 what if analysis predictive analytics guide for excel data analysts full tutorial of module 10 end of module project 1 new

prove it ibm kenexa excel exam youtube - Mar 16 2023

web jan 26 2022 prove it ibm kenexa excel exam 8 videos 40 472 views last updated on jan 26 2022 play all shuffle 1 11 59 kenexa proveit excel test answers 2010 book - Oct 11 2022

web kenexa proveit excel test answers 2010 excel 2019 for social work statistics mar 02 2023 this text is a step by step exercise driven guide for students and practitioners who need to master excel to solve practical social work problems if understanding statistics isn t your strongest suit you are not especially

#### kenexa prove it excel 2010 test answers pdf copy support ortax - Mar 04 2022

web kenexa prove it excel 2010 test answers pdf introduction kenexa prove it excel 2010 test answers pdf copy implementing document imaging and capture solutions with ibm datacap

a guide to why the house is looking into a biden impeachment - Feb 25 2022

web 2 days ago september 12 2023 at 4 45 p m edt house speaker kevin mccarthy r calif ricky carioti the washington post 6 min these are allegations of abuse of

meeting announcement letter from dan jones - Dec 06 2022

web letter to members announcing the holding of a conclave with information about the times meeting and banquet from dan p webster eminent commander and albert j pullen

#### meeting announcement letter from dan jones pdf download - Jun 12 2023

web meeting announcement letter from dan jones pdf introduction meeting announcement letter from dan jones pdf download only a hunger for god john

#### meeting announcement letter from dan jones - Dec 26 2021

web as this meeting announcement letter from dan jones it ends occurring visceral one of the favored ebook meeting announcement letter from dan jones collections that we

meeting announcement letter from dan jones pdf wrbb neu - Apr 10 2023

web as this meeting announcement letter from dan jones it ends up physical one of the favored books meeting announcement letter from dan jones collections that we

#### dan jones 1810 62 the church of jesus christ of latter day - Mar 29 2022

web dan jones 1810 62 more than one million missionaries have been called since the organization of the church but dan jones was more than just one in a million of the

meeting announcement letter from dan jones cdcdbackan edu - Sep 03 2022

web jun 3 2023 meeting announcement letter from dan jones announcement letter from dan jones but end up in detrimental downloads you could rapidly download this

#### how to write a notice of meeting letter with template - Jul 01 2022

web jul 20 2023 how to write a notice of meeting letter here are five steps to write a notice of meeting letter 1 create a header start by creating a header for the notice of meeting

#### meeting announcement letter from dan jones copy - May 31 2022

web it is your certainly own get older to behave reviewing habit in the midst of guides you could enjoy now is meeting announcement letter from dan jones below meeting

#### meeting announcement letter from dan jones naesb - Aug 14 2023

web meeting announcement letter from dan jones dear req rgq business practices subcommittee participants documents have been posted on the req rgq business

meeting announcement letter from dan jones - Nov 05 2022

web meeting announcement letter from dan jones abbey of regina laudis current events may 6th 2018 reminder we presently do not have an art shop due to our new horizons

#### meeting announcement letter from dan jones download only - Apr 29 2022

web if you intention to download and install the meeting announcement letter from dan jones it is very easy then back currently we extend the join to purchase and make

collection of stuff - Aug 02 2022

web collection of stuff

#### meeting announcement letter from dan jones pdf - Jan 27 2022

web meeting announcement letter from dan jones unveiling the power of verbal artistry an mental sojourn through meeting announcement letter from dan jones in a world

### meeting announcement letter from dan jones hostingaffiliate - Feb $08\ 2023$

web mar 19 2023 the meeting announcement letter from dan jones belong to that we pay for here and check out the link you could purchase guide meeting announcement

meeting announcement letter from dan jones pdf 2023 tax - Jul 13 2023

web introduction meeting announcement letter from dan jones pdf 2023 title meeting announcement letter from dan jones pdf 2023 tax clone ortax org

#### meeting announcement letter from dan jones 2023 - Mar 09 2023

web meeting announcement letter from dan jones meeting announcement letter from dan jones 2 downloaded from cornelisfr vanlanschot be on 2020 04 27 by guest

#### meeting announcement letter from dan jones pdf wrbb neu - Nov 24 2021

web it will completely ease you to look guide meeting announcement letter from dan jones as you such as by searching the title publisher or authors of guide you essentially

ebook meeting announcement letter from dan jones pdf - Oct 04 2022

web web 4 meeting announcement letter from dan jones 2020 04 09 whose politics were at odds with her own conspired to erase twala's legacy through her unique documentary

#### meeting announcement letter from dan jones reserve lasd org - Oct 24 2021

web society is have a general meeting on tuesday april 24 at 7 30 pm the meeting will be held at the union office at 26 395 park street a loose coalition is coming for dan patrick

#### meeting announcement letter from dan jones - Jan 07 2023

web meeting announcement letter from dan jones news developments and information usw 5890 may 3rd 2018 the united steelworkers southern saskatchewan benefit

#### meeting announcement letter from dan jones - Aug 22 2021

web general meeting on tuesday april 24 at 7 30 pm the meeting will be held at the union office at 26 395 park street dan olmsted age of autism april 30th 2018 note

#### meeting announcement letter from dan jones - Sep 22 2021

web meeting announcement letter from dan jones today s stock market news and analysis nasdaq com may 5th 2018 join the nasdaq community today and get free

meeting announcement letter from dan jones pdf full pdf - May 11 2023

web may 16 2023 it will certainly ease you to see guide meeting announcement letter from dan jones pdf as you such as by searching the title publisher or authors of guide you