

Career Search Resources by Craig F. Muss

CAREER ASSESSMENT

- How to Identify and Pursue Your Passions | The Muse: <u>https://www.themuse.com/advice/do-what-you-love-how-to-identify-pursue-your-passions</u>
- A Simple Way to Map Out Your Career Ambitions: <u>https://hbr.org/2018/11/a-simple-way-to-map-out-your-career-ambitions</u>
- The Best Career Tests and Quizzes to Find Your Dream Job | The Muse: <u>https://www.themuse.com/advice/the-11-best-career-guizzes-to-help-you-find-your-dream-job</u>
- Using Personality Assessments in the Job Search: <u>https://www.purduecco.com/single-post/using-personality-assessments-in-the-job-search</u>
- How to Identify and Pursue Your Passions | The Muse: <u>https://www.themuse.com/advice/do-what-you-love-how-to-identify-pursue-your-passions</u>
- The Best Career Tests and Quizzes to Find Your Dream Job | The Muse: <u>https://www.themuse.com/advice/the-11-best-career-quizzes-to-help-you-find-your-dream-job</u>
- Use This Strategy to Find the Right Job Fit | The Muse: <u>https://www.themuse.com/advice/how-to-find-right-job-fit-for-you-hierarchy-of-needs-melody-wilding</u>
- The 10 Commandments for (Not Only) Career Success | Industry Week: <u>https://www.industryweek.com/operations/article/21151260/the-10-commandments-for-not-only-career-success</u>
- You can break into the tech industry. Here's how: <u>https://www.linkedin.com/pulse/you-can-break-tech-industry-heres-how-andrew-seaman?trk=eml-email_series_follow_newsletter_01-hero-1-</u> title_link&midToken=AQG6LoHeXbiTJg&fromEmail=fromEmail&ut=2WMpUjzQ9e4Wc1
- The Easiest Way to Find Your Ideal Career Path | The Muse: <u>https://www.themuse.com/advice/the-easiest-way-to-find-your-ideal-career-path</u>

CAREER DEVELOPMENT

- 6 Best Career and Professional Development Podcasts | The Muse: <u>https://www.themuse.com/advice/6-careerboosting-podcasts-youre-going-to-love-listening-to</u>
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CAREER CHANGE

8 Steps to an Utterly Successful Career Change | The Muse: <u>https://www.themuse.com/advice/8-steps-to-an-utterly-successful-career-change</u>

JOB SEARCH

- A Five-Week Guide to Getting a Job: <u>https://hbr.org/2021/03/sm-ascend-pub-3-25-a-five-week-guide-to-getting-a-job</u>
- Occupational Outlook Handbook: https://www.bls.gov/ooh/
- Tools for career exploration and job analysis: https://www.onetonline.org/
- A Five-Week Guide to Getting a Job : <u>https://hbr.org/2021/03/sm-ascend-pub-3-25-a-five-week-guide-to-getting-a-job</u>
- How to Keep Going When the Job Search is Getting You Down | The Muse: <u>https://www.themuse.com/advice/5-ways-to-keep-going-when-the-job-search-is-getting-you-down</u>
- Use This Simple Spreadsheet to Track Your Job Search | The Muse: <u>https://www.themuse.com/advice/job-search-spreadsheet-track-application</u>
- 7 Reasons You're Not Hearing Back From Any Jobs | The Muse: <u>https://www.themuse.com/advice/7-basic-mistakes-thatll-slow-down-any-job-searchand-how-to-fix-them-all-today</u>
- How to Manage the Emotional Roller Coaster of a Job Search: <u>https://hbr.org/2019/10/how-to-manage-the-emotional-roller-coaster-of-a-job-search</u>

- 100 best companies to work for in 2022: https://builtin.com/corporate-innovation/100-best-large-places-work-2022
- 30 Awesome Companies to Check Out During Your Job Search This Week: <u>https://www.themuse.com/advice/companies-hiring-now-march-</u>

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- A Simple Way to Map Out Your Career Ambitions: <u>https://hbr.org/2018/11/a-simple-way-to-map-out-your-career-ambitions</u>
- Fortune: 100 Best Companies to Work For: <u>https://fortune.com/best-companies/2021/</u>
- Grow with Google: <u>https://grow.google/certificates/?utm_source=gDigital&utm_medium=paidha&utm_campaign=sem-bk-gen-exa-glp-br&utm_term=grow%20with%20google&gclid=CjwKCAjwxOCRBhA8EiwA0X8hi211kIIIUZ1y0WRKn1GKUbUY1AXygTi21NXb2uJBGbxCHBfITDNoFxoCnbIQAvD_BwE#?modal_active=none
 </u>
- US Bureau of Labor Statistics: <u>https://www.bls.gov/home.htm?view_full</u>
- Why to Apply for Jobs You're Not Qualified For | The Muse: <u>https://www.themuse.com/advice/actually-you-should-apply-for-jobs-youre-not-100-gualified-for</u>
- # 15 Fastest Growing Industries of the Future (Based on Real Data): <u>https://www.futurebusinesstech.com/blog/15-fastest-growing-industries-of-the-future-based-on-real-data</u>
- Jobs That Are Projected to Grow the Fastest From 2020 to 2030: <u>https://www.businessinsider.com/jobs-expected-to-grow-the-most-future-employment-projections-salaries-2021-9</u>
- Occupations with the most job growth : U.S. Bureau of Labor Statistics: <u>https://www.bls.gov/emp/tables/occupations-most-job-growth.htm</u>
- 7 Reasons You're Not Hearing Back From Any Jobs | The Muse: <u>https://www.themuse.com/advice/7-basic-mistakes-thatll-slow-down-any-job-searchand-how-to-fix-them-all-today</u>
- 30 Jobs That Are on the Rise for 2022 | The Muse: <u>https://www.themuse.com/advice/jobs-on-the-rise-in-demand-2022</u>
- 6 Simple Job Search Tips People Always Forget | The Muse: <u>https://www.themuse.com/advice/6-job-search-tips-that-are-so-basic-people-forget-them</u>
- Why Can't I Get a Job? 15 Possible Reasons | The Muse: <u>https://www.themuse.com/advice/why-cant-i-get-a-job-reasons-tips</u>
- Should You Apply on a Job Board or Company Website? | The Muse: <u>https://www.themuse.com/advice/should-you-apply-job-board-or-company-website-careers-page</u>

APPLICANT TRACKING SYSTEMS (ATS – ARTIFICIAL INTELLIGENCE RESUME SCREENERS)

- Free applicant tracking system tool you used to test your resume format and fit against a job posting: <u>https://www.jobscan.co/</u> and <u>https://www.vmock.com/</u>)
- A Simple Way to Map Out Your Career Ambitions: <u>https://hbr.org/2018/11/a-simple-way-to-map-out-your-career-ambitions</u>
- Optimize your resume to get more interviews: <u>https://www.jobscan.co/</u>

RESUMES

- 45 Changes That'll Help Your Resume Get Noticed | The Muse: <u>https://www.themuse.com/advice/45-quick-changes-that-help-your-resume-get-noticed</u>
- How to Spin Your Resume for a Career Change | The Muse: <u>https://www.themuse.com/advice/this-is-how-you-spin-1-resume-for-5-different-industries</u>
- How to Quantify Your Resume Bullets | The Muse: <u>https://www.themuse.com/advice/how-to-quantify-your-resume-bullets-when-you-dont-work-with-numbers</u>
- 5 Google Docs Resume Templates (and How to Use Them) | The Muse: <u>https://www.themuse.com/advice/top-google-docs-resume-templates-how-to-use-them</u>
- How to Make the Perfect Resume (With Examples!) | The Muse: <u>https://www.themuse.com/advice/how-to-make-a-resume-examples</u>
- 8 Secrets to Making an ATS-Friendly Resume | The Muse: <u>https://www.themuse.com/advice/beat-the-robots-how-to-get-your-resume-past-the-system-into-human-hands</u>
- 185 Action Verbs That'll Make Your Resume Shine | The Muse: <u>https://www.themuse.com/advice/185-powerful-verbs-that-will-make-your-resume-awesome</u>
- Resumes (All inclusive) | The Muse: <u>https://www.themuse.com/advice/resumes</u>
- The 41 Best Free Resume Templates | The Muse: <u>https://www.themuse.com/advice/the-41-best-resume-templates-ever</u>

- A Guide to Resume Formats—and How to Pick the Best One! | The Muse: <u>https://www.themuse.com/advice/resume-formats-pick-best-one-for-you</u>
- Recruiters will throw your resume out if you use any of these 10 phrases: <u>https://www.theladders.com/career-advice/recruiters-will-throw-your-resume-out-if-you-use-any-of-these-10-phrases</u>
- How Long Should a Resume Be? A Simple Guide | The Muse: <u>https://www.themuse.com/advice/how-long-should-a-resume-be</u>
- A Resume Worksheet to Jumpstart Your Job Search | The Muse: <u>https://www.themuse.com/advice/fill-in-the-blank-resume-worksheet</u>
- How to Get Your Resume Noticed (And Out of the Trash Bin): <u>https://hbr.org/2020/09/how-to-get-your-resume-noticed-and-out-of-the-trash-bin</u>
- How to Write a Resume That Stands Out: <u>https://hbr.org/2014/12/how-to-write-a-resume-that-stands-out</u>
- The Attributes Employers Seek on Students' Resumes: <u>https://www.naceweb.org/talent-acquisition/candidate-selection/the-attributes-employers-seek-on-students-resumes/?utm_source=linkedin&utm_medium=social&utm_content=post-with-img&utm_campaign=content
 </u>
- How to overcome red flags on your resume: <u>https://www.linkedin.com/posts/harvard-business-review_how-to-overcome-red-flags-on-your-resume-activity-6783047730987073536-BmWT</u>
- 185 Action Verbs That'll Make Your Resume Shine | The Muse: <u>https://www.themuse.com/advice/185-powerful-verbs-that-will-make-your-resume-awesome</u>
- Exactly How Far Back Should a Resume Go? | The Muse: <u>https://www.themuse.com/advice/how-far-back-should-resume-go</u>
- How—and When—to Include Projects on Your Resume (Plus Examples!): <u>https://www.themuse.com/advice/projects-on-resume-</u>examples?utm_source=linkedin&utm_medium=social&utm_campaign=editorial_march2022&utm_content=advice&utm_term=
- <u>owned</u>
 How to List Certifications on a Resume—Plus Examples! | The Muse: <u>https://www.themuse.com/advice/list-certifications-on-</u>resume-examples
- How to Explain the Gap in Your Resume With Ease | The Muse: <u>https://www.themuse.com/advice/how-to-explain-the-gap-in-your-resume-with-ease</u>
- How to List References on a Resume (Dos and Don'ts) | The Muse: <u>https://www.themuse.com/advice/list-references-template-example</u>
- 5 Words and Phrases to Cut From Your Resume | The Muse: <u>https://www.themuse.com/advice/final-cut-words-to-strike-from-your-resume</u>
- A Cool Trick: How to Spin 1 Resume Bullet 5 Different Ways | The Muse: <u>https://www.themuse.com/advice/a-cool-trick-how-to-spin-1-resume-bullet-5-different-ways</u>
- How to Tailor Your Resume for a Job | The Muse: <u>https://www.themuse.com/advice/what-it-really-means-to-tailor-your-resume</u>

BIOS

• Professional Bio Guide: Template and Examples | The Muse: <u>https://www.themuse.com/advice/the-professional-bio-template-that-makes-everyone-sound-accomplished</u>

MARKETING YOUR PORTFOLIO OF WORK

• 4 Awesome (and Free!) Portfolio Sites for Sharing Your... | The Muse: <u>https://skillcrush.com/2017/11/14/best-free-design-portfolio-sites-getting-job/</u>

FOLLOWING-UP

- Follow Up on a Job Application With This Email Template | The Muse: <u>https://www.themuse.com/advice/how-to-follow-up-on-a-job-application-an-email-template</u>
- 4 Email Templates to Use When Responding Late | The Muse: <u>https://www.themuse.com/advice/5-email-templates-thatll-save-your-reputation-when-your-response-is-long-overdue</u>

NETWORKING

- 4 Networking Email Templates to Use | The Muse: <u>https://www.themuse.com/advice/4-email-templates-to-make-networking-way-less-awkward</u>
- Turn Networking Contacts Into Meaningful Relationships | The Muse: <u>https://www.themuse.com/advice/networking-relationship-building-susan-mcpherson</u>
- The Networking Email Template That Gets Answers | The Muse: <u>https://www.themuse.com/advice/introducing-the-email-template-thatll-get-you-a-meeting-with-anyone-you-ask</u>
- Five Steps to Maximize Networking Connections and Move Your Career Forward: <u>https://www.lhh.com/us/en/individuals/resources/five-steps-to-maximize-networking-connects-and-move-your-career-forward</u>
- 30 Conversation Starters for Successful Networking | The Muse: <u>https://www.themuse.com/advice/30-brilliant-networking-conversation-starters</u>
- How to Find a Mentor Who's Right for You | The Muse: <u>https://www.themuse.com/advice/how-to-find-a-mentor</u>
- 42 Ways to Make People Like and Respect You | The Muse: <u>https://www.themuse.com/advice/42-ways-to-make-sure-people-like-youand-respect-you</u>
- The Difference Between Headhunters and Recruiters | The Muse: <u>https://www.themuse.com/advice/headhunters-recruiters-and-hiring-managerswhats-the-difference</u>

LINKEDIN

- 8 LinkedIn Mistakes You Should Never Make | The Muse: <u>https://www.themuse.com/advice/8-linkedin-mistakes-you-should-never-make</u>
- The Best LinkedIn Profile Tips for Job Seekers | The Muse: <u>https://www.themuse.com/advice/linkedin-profile-tips</u>
- What to Say When You're Reaching Out to Someone on LinkedIn: <u>https://hbr.org/2020/11/what-to-say-when-youre-reaching-out-to-someone-on-linkedin</u>
- 3 Smart Ways to Attract Recruiters to Your LinkedIn Profile | The Muse: <u>https://www.themuse.com/advice/3-smart-ways-to-attract-recruiters-to-your-linkedin-profile</u>
- How to Take an Impressive, Free Headshot by Yourself for... | The Muse: <u>https://www.themuse.com/advice/heres-how-you-</u> <u>can-fake-a-professional-headshot-photo-shoot-for-free</u>
- How to Write a LinkedIn Recommendation (With Examples!) | The Muse: <u>https://www.themuse.com/advice/your-5minute-guide-to-writing-an-amazing-linkedin-recommendation</u>
- How to Write Great LinkedIn Headlines (Plus, Examples) | The Muse: <u>https://www.themuse.com/advice/does-your-linkedin-headline-suck</u>
- The Best LinkedIn Profile Tips for Job Seekers | The Muse: https://www.themuse.com/advice/linkedin-profile-tips

CAREER/SKILL DEVELOPMENT

- 6 Ways to Take Control of Your Career Development If Your Company Doesn't Care About It: <u>https://hbr.org/2018/01/6-ways-to-take-control-of-your-career-development-if-your-company-doesnt-care-about-it</u>
- Coursera: <a href="https://www.coursera.org/google-career-certificates?utm_source=gg&utm_medium=sem&utm_campaign=15-GoogleCareerCert-HubPage-US&utm_content=B2C&campaignid=12520224875&adgroupid=120859623764&device=c&keyword=grow%20with%20google&matchtype=b&network=g&devicemodel=&adpostion=&creativeid=505312069813&hide_mobile_promo&gclid=CjwKCAjwxOC_RBhA8EiwA0X8hi7D7e9DTMifbm7wBglx0aTYYbNxiC3AQwiBGkENqRUPA0fn7ogb6JBoC5t8QAvD_BwE
- 45 Free Online Classes to Improve Your Career | The Muse: <u>https://www.themuse.com/advice/45-free-online-classes-you-can-take-and-finish-by-the-end-of-this-year</u>
- 47 Free Online Classes to Improve Your Career | The Muselvy League Online Courses: <u>https://www.themuse.com/advice/45-free-online-classes-you-can-take-and-finish-by-the-end-of-this-year</u>
- <u>https://www.classcentral.com/collection/ivy-league-moocs</u>
- 4 Ways to Improve Your Strategic Thinking Skills: <u>https://hbr.org/2016/12/4-ways-to-improve-your-strategic-thinking-skills?utm_medium=social&utm_campaign=hbr&utm_source=LinkedIn&tpcc=orgsocial_edit</u>
- Coursera Special offer: free courses to get you started: <u>https://www.coursera.org/?utm_medium=email&utm_source=marketing&utm_campaign=H6bWwABkEeyBZAkZTZq_MQ</u>
- 10 Free Online Classes to Help You Become a Manager | The Muse: <u>https://www.themuse.com/advice/10-free-classes-thatll-prove-to-your-boss-youre-ready-to-be-a-manager</u>

- 12 Great Books That'll Improve Your Career | The Muse: <u>https://www.themuse.com/advice/12-awesome-books-thatll-help-you-get-whatever-you-want-in-your-career</u>
- 10 Must-Reads Before You Start a New Job | The Muse: <u>https://www.themuse.com/advice/10-mustreads-before-you-start-a-new-job</u>

COMPANY RESEARCH

 How to Research a Company Pre-Interview | The Muse: <u>https://www.themuse.com/advice/the-ultimate-guide-to-researching-a-</u> <u>company-preinterview</u>

EMAIL COMMUNICATION TO RECRUITERS

• 5 Email Templates for Responding to Recruiters | The Muse: <u>https://www.themuse.com/advice/5-email-templates-to-respond-to-recruiters-no-matter-where-you-are-in-your-search</u>

CONFIDENCE

Get Over the Feeling That You're Not Good Enough - The Muse: <u>https://www.themuse.com/advice/how-to-get-over-the-feeling-that-youre-not-good-enough-for-your-job</u>

COVER LETTERS

- Great cover letter examples from The Muse: <u>https://www.linkedin.com/posts/the-daily-muse_cover-letter-examples-for-every-type-of-job-activity-6900485312305598464-mt1q</u>
- Cover Letter Examples for Every Type of Job Seeker | The Muse: <u>https://www.themuse.com/advice/cover-letter-examples-every-type-job-seeker</u>
- Cover Letters Are Hard to Write—But These Templates Make It a Breeze: <u>https://www.themuse.com/advice/the-perfect-cover-letter-template-to-show-off-your-skills</u>
- Cover Letter Examples for Every Type of Job Seeker | The Muse: <u>https://www.themuse.com/advice/cover-letter-examples-every-type-job-seeker</u>
- The Best Cover Letter Examples for Any Job Seeker | The Muse: <u>https://www.themuse.com/advice/cover-letter-examples-every-</u> type-job-seeker
- 2 Customizable Cover Templates for Any Job Seeker | The Muse: <u>https://www.themuse.com/advice/the-perfect-cover-letter-template-to-show-off-your-skills</u>
- 3 Rules of Addressing Your Cover Letter Right | The Muse: <u>https://www.themuse.com/advice/the-3-rules-of-addressing-your-cover-letter</u>

FOLLOW-UP

- How to Write Follow-up Emails That Get Responses | The Muse: <u>https://www.themuse.com/advice/3-followup-email-templates-</u> <u>that-are-pretty-hard-for-the-hiring-manager-to-ignore</u>
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INQUIRY EMAILS FOR INTERNSHIP

How to Send an Email Asking for an Internship | The Muse: <u>https://www.themuse.com/advice/ask-for-an-internship-email-examples</u>

ELEVATOR PITCH

- The Art of the Elevator Pitch: <u>https://hbr.org/2018/10/the-art-of-the-elevator-pitch</u>
- Art of the elevator pitch: <u>https://www.linkedin.com/posts/harvard-business-review_the-art-of-the-elevator-pitch-activity-6783711100241240064-C90h</u>

REFERENCES

What you need to know about references during a job search: <u>https://www.linkedin.com/pulse/what-you-need-know-references-during-job-search-andrew-seaman/?trk=eml-email series follow newsletter 01-hero-1-title link&midToken=AQG6LoHeXbiTJg&fromEmail=fromEmail&ut=10MzfRaWVv4Wc1</u>

THANK YOU NOTES

• A Perfect Interview Thank You Email (Template + Samples!) | The Muse: <u>https://www.themuse.com/advice/how-to-write-an-interview-thankyou-note-an-email-template</u>

FOLLOW-UP NOTES

• Follow Up on a Job Application With This Email Template | The Muse: <u>https://www.themuse.com/advice/how-to-follow-up-on-a-job-application-an-email-template</u>

RESPONDING TO JOB OFFERS

- Exactly How to Respond to a Job Offer via Email (With Examples): <u>https://www-themuse-com.cdn.ampproject.org/c/s/www.themuse.com/amp/advice/respond-to-job-offer-email-examples</u>
- How to Ask for Time to Consider a Job Offer: <u>https://www.thebalancecareers.com/how-to-ask-for-time-to-consider-a-job-offer-4120653</u>
- 5 Last Things to Consider Before Accepting an Offer | The Muse: <u>https://www.themuse.com/advice/5-last-things-to-consider-before-accepting-an-offer</u>

INTERVIEWING

- What You Can Ask a Recruiter Before an Interview | The Muse: <u>https://www.themuse.com/advice/3-questions-youre-most-definitely-allowed-to-ask-before-an-interview</u>
- 7 Interview Skills That Will Get You Hired | The Muse: <u>https://www.themuse.com/advice/interview-skills-examples-improve</u>
- Preparing for a remote job interview can sometimes be daunting: <u>https://www.foxbusiness.com/lifestyle/remote-job-interview-tips-career-experts</u>
- 4 Tough Interview Questions and Answers | The Muse: <u>https://www.themuse.com/advice/4-insanely-tough-interview-guestions-and-how-to-nail-them</u>
- What Is a Digital Interview and How Does it Work? | The Muse: <u>https://www.themuse.com/advice/how-to-nail-your-video-assessment-and-actually-get-to-meet-the-hiring-manager-in-person</u>
- 4 Dream Job Red Flags to Look for on Interview | The Muse: <u>https://www.themuse.com/advice/8-linkedin-mistakes-you-should-never-make</u>
- 50+ Top Interview Questions and Answers in 2022 | The Muse: <u>https://www.themuse.com/advice/interview-questions-and-answers</u>
- How to Spot a Bad Boss During an Interview: <u>https://hbr.org/2015/12/how-to-spot-a-bad-boss-during-an-interview</u>
- 8 Signs That Job Interview Went Super Well | The Muse: <u>https://www.themuse.com/advice/how-to-know-if-an-interview-went-well</u>
- Answering negative questions: <u>https://www.linkedin.com/posts/rebecca-albert-dhanarine-mba-gcdf-ccsp-96b57764_answering-negative-interview-questions-activity-6775847043085819904-mgKX</u>
- How to Respond to "Walk Me Through Your Resume" | The Muse: <u>https://www.themuse.com/advice/walk-through-resume-interview-question-answer-example</u>
- The Ultimate Phone Interview Cheat Sheet | The Muse: <u>https://www.themuse.com/advice/phone-interview-cheat-sheet</u>

- Video Interview Tips That Will Land You the Job | The Muse: <u>https://www.themuse.com/advice/video-interview-tips</u>
- 50 Common Interview Questions and Answers | The Muse: <u>https://www.themuse.com/advice/interview-questions-and-answers</u>
- How to Answer: Where Do You See Yourself in 5 Years? | The Muse: <u>https://www.themuse.com/advice/how-to-answer-where-do-you-see-yourself-in-5-years</u>
- How to Use the STAR Method to Ace Your Job Interview | The Muse: <u>https://www.themuse.com/advice/star-interview-method</u>
- Behavioral based interview questions..... STAR method: <u>https://www.linkedin.com/posts/purdue-university-center-for-career-opportunities have-you-ever-been-asked-an-interview-question-activity-6777633647345463296-3ryr</u>
- How to Talk About Your Weaknesses in a Job Interview: <u>https://www.roberthalf.com/blog/job-interview-tips/how-to-talk-about-vour-weaknesses-in-a-job-interview?utm_campaign=LinkedIn&utm_medium=social&utm_source=voicestorm&hootPostID=f0fce54b-8c03-48ad-ac94-78681f9ea186
 </u>
- 5 things not to do in an interview: <u>https://www.mantellassociates.com/five-things-not-to-do-in-an-interview/</u>
- How to Respond to "So, Tell Me About Yourself" in a Job Interview: <u>https://hbr.org/2019/08/how-to-respond-to-so-tell-me-about-yourself-in-a-job-interview</u>
- How to Discuss Your Management Style in an Interview | The Muse: <u>https://www-themuse-</u> <u>com.cdn.ampproject.org/c/s/www.themuse.com/amp/advice/how-to-answer-whats-your-management-style</u>
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