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# Maternity Leave Letters To Clients

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American Rehabilitation

Pre- and Perinatal Massage Therapy

Legal Action

How She Really Does It

How to Write it

Inventing the Needy

Overwhelmed by overflows?

Becoming a Graphic and Digital Designer

Homebodies

Start and Run a Successful Complementary Therapy Business

Sex Matters

Who's Listening, Letters to the Editor Years 1988-2000, in Categories and Illustrated

Review of Civil Litigation Costs

Political and Cultural Determinants of Fertility and Reproductive Health in Peninsular  
Malaysia

Investigation of Failure of the SEC to Uncover Bernard Madoff's Ponzi Scheme

Letters to Bangkok

Writing Resumes and Cover Letters For Dummies - Australia / NZ  
Management Communication  
Thriving in the Gig Economy  
How to Write Successful Letters of Recommendation  
Reports of Cases and Matters Determined by the Supreme Court and Court of Appeals of South Carolina  
Writing for Design Professionals  
Design, Evaluation, and Translation of Nursing Interventions  
The Performance of the Child Support Agency  
Mastering Banking Correspondence  
Freedom Bound II  
Fair Employment Practice Cases  
Translation as a Profession  
Unity in Adversity  
The Boss  
The Woman Advocate  
Moving Beyond Assessment  
How to Land a Top-Paying Federal Job  
Encyclopedia of Childbearing  
Investigation of Failure of the SEC to Uncover Bernard Madoff's Ponzi Scheme

Decision Support Systems: Experiences and Expectations  
Public Relations  
Birthing Models on the Human Rights Frontier  
Ask a Manager  
The Ethics and Conduct of Lawyers in England and Wales

*Maternity  
Leave Letters  
To Clients*

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## **BRIANNA BOOKER**

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**American  
Rehabilitation** PRADIP  
KUMAR RAY

Yes, some women are  
opting out of their  
careers, taking an "off-  
ramp," and heading home  
to raise their babies. But  
millions of us cannot

afford to make that  
choice. And millions more  
choose to work because  
we love our careers. So  
how are women holding  
on to financially  
necessary or stimulating  
and rewarding careers  
and still being engaged  
mothers? Wendy Sachs,  
journalist and mother of  
two, set out to find what's  
really happening at the  
intersection of

motherhood and work  
today. Based on her in-  
depth interviews with  
mothers from diverse  
backgrounds, *How She  
Really Does It* explores  
the creative and  
courageous ways in which  
stay-at-work moms are  
making it happen. Here  
are the moms next door-  
as well as lawyers,  
doctors, entrepreneurs,  
fashion designers,

journalists, and television personalities-who are navigating the everyday work/home conflicts, and, yes, dealing with the guilt. Through it all, they are empowered career women and caring, present mothers. A modern working woman's survival guide, *How She Really Does It* will give you hope that even if you can't have it all, you can have at least some of it all of the time.

Pre- and Perinatal Massage Therapy  
The Stationery Office  
Provides examples and

advice on writing announcements, condolences, invitations, cover letters, resumes, recommendations, memos, proposals, reports, collection letters, direct-mail, press releases, and e-mail.  
Legal Action Bloomsbury Publishing  
With case table.  
*How She Really Does It*  
The Stationery Office  
The fourth edition of this respected textbook examines the regulation and conduct of lawyers in England and Wales and addresses new

developments in the field, including those in international practice, sexual misconduct, and the environment. Focusing on the practice of, and interrelationship between, solicitors and barristers, the book provides background to current arrangements while exploring contemporary rules of conduct, systems of regulation, and controversies. The four main parts cover client duties, wider obligations, key contexts, and regulation. Parts one to

three provide an academic introduction to the subject of lawyers' ethics. They are suitable as a core text for a semester course at undergraduate level, providing grounding for vocational training, such as the Solicitors' Qualifying Examination. Comparisons are made with conduct rules applying in other leading common law jurisdictions where relevant. These parts also explore links between the subject of ethics and the development of lawyers'

practical skills. Part four applies the general principles to three elements of regulation: practice, admission, and discipline. The approach throughout is socio-legal. While the essential law is described, relevant social science research informs consideration of issues and debates.

#### **How to Write it** John

Wiley & Sons

Now in its second edition—updated and expanded to address such issues as email etiquette and Web-based marketing,

communication, and job searches—the best-selling *Writing for Design Professionals* is the standard guide for mastering the complexities of effective writing in professional practice. Stephen A. Klimont explains the principles of clear writing, from the formal “Dear Ms. Jones: I recently visited Polk Street Elementary School, and I agree the facility urgently needs to be modernized to make way for the progressive teaching techniques you have planned for your

school district.... I believe that my firm, Izumi Associates, can make this happen” to the punchy remarks of the late William Caudill, “Say ‘frog,’ we’ll jump.” Dozens of sample letters, proposals, brochures, reports, book reviews, oral presentations, staff communications, and more—all drawn from the world of practice, and in both print and electronic formats—guide readers through the ins and outs of composing the end-products of writing. Writing for Design

Professionals is organized for easy reference, and includes the following topics: • marketing: Web sites, correspondence, brochures and portfolios, proposals, newsletters, and other promotional tools • project writing • writing in school • job applications and Web-based job boards • writing in academe • writing for the media • writing as a career • public speaking plus: how to avoid jargon and gender-specific language, tailor your writing to your audience, enhance your writing with

appropriate graphics, write to international clients, write as a product manufacturer, and measure the impact of what you write. Resources include lists of design media. Like a trustworthy desk-side consultant, Writing for Design Professionals, Second Edition, should be next to the computer of every architect, planner, interior designer, engineer, and student who wishes to present a polished, professional image through effective written communication.

*Inventing the Needy*  
Manchester University  
Press

Take an in-depth look into the gig economy to see how tech professionals and entrepreneurs can earn a living as freelancers and contractors. Build your own business. The pros and cons of the lifestyle and what to expect from it are discussed. In this book, author Adam Sinicki explains the impact of the gig economy and the forces that led to it as it relates to technology and working online. You will

understand how to make a living supplying tech skills on a "per gig" basis. Practical instructions, advice, and tips are provided on goal setting, lifestyle design, and selecting the types of work and contracts that further your goals and support the things you value as you transition from a 9-5 job. What You'll Learn Know the types of work that a tech freelancer can offer: coding, SEO, web development, 3D modeling, and more Find and manage

clientsNegotiate pay and contractsStay productive without a managerDiscover useful tools, websites, and apps to build your business and ensure a steady income Who This Book Is For Entrepreneurs who are already a part of the gig economy and want to learn more about their options, tech professionals looking to transition to purely freelancing/contracting, companies interested in learning more about this change in the jobs market, technologists

interested in exploring how the Internet is shaping the way people live and work, and professionals interested in lifestyle design or becoming "digital nomads"

*Overwhelmed by overflows?* AMACOM Div American Mgmt Assn

Letters of recommendation are a part of every standard school or job application. As an employer, professor, colleague, peer, or friend, chances are that at one point or another, you will be asked

to put a person on paper and every word counts.

How to Write Successful Letters of Recommendation is your one-stop source for painting the perfect picture in just one short letter. You will learn everything you need to know about writing the perfect letter of recommendation that will get your friend, colleague, or student accepted or hired. The most effective letters of recommendation are accurate, succinct, descriptive, and powerful,

and include realistic evaluations of performance and capability. With ideas about how to start your letter and topics to include, this complete guide will teach you how to do just that, as you construct the perfect letter from start to finish. Outlined in ten easy steps, this complete guide gives you the tools you need to write reference letters that your employees, colleagues, students, and friends will appreciate. This book is filled with tips and tricks



for personalizing the letter and making your friend, student, employee, or coworker shine. With a word bank of powerful phrases and descriptive words, you'll have everything you need to make your letter stand out at your fingertips. Sample letters of recommendation are also included, along with explanations of why each one is effective and tips for replicating these letters in just minutes. You will learn about the different types of recommendation letters,

from employment to academic to volunteer, and how to direct your letter to the appropriate audience. You'll even learn what to do if someone you haven't worked with closely asks you to be a reference, or how to deal with being asked for hundreds of recommendations at once. This exhaustively researched book will even teach you how to politely avoid writing letters for those people you aren't quite comfortable recommending. The Companion CD-ROM is

filled with templates, examples, word banks, and worksheets, so that you can easily learn to verify experience, confirm competence, build credibility, and bolster confidence with just a simple letter. A recommendation is more than just a letter; it's often make-or-break in a candidate's application for school, volunteering, or employment. With the step-by-step instructions and writing guidelines in this book, you will learn how to write introductions; opening

statements; the body, including a well-written, vivid assessment of character and work ethic; and a strong conclusion. This new book will also teach you how to appropriately sign your letter, and will provide you with tips of re-reading and editing it to make sure you gave an effective recommendation. We spent hundreds of hours interviewing high school teachers, college professors, employers, and more who have nailed the art of composing effective communications.

With *How to Write Successful Letters of Recommendation*, your employees, colleagues, students, and friends will see you as their go-to source to helping them succeed in their next big venture.

*Becoming a Graphic and Digital Designer* Crown Forum

Over generations, Australian women have envisaged a world of freedom. This new collection of documents - letters, songs, poetry, diary extracts - charts the visions that inspired

women and the obstacles that confronted them. Exploring twentieth-century Australia, *Freedom Bound II* shows how intertwined were women's public and personal lives, and how bound by custom, ties, affections and duties. The different meanings of freedom have been shaped by the nature of women's oppression, their quests given focus by their different points of departure. Aboriginal women sought self-determination and the right to keep their

children; migrant women sought to affirm culture and family ties, and escape discrimination and poverty. Overburdened mothers wanted relief from continual childbearing and a measure of self-fulfilment. Numerous women have campaigned for freedom from domestic tyranny and male violence. Together with its companion volume, Freedom Bound I, which deals with the period of colonisation, this volume documents the dreams that inspired women, the

pleasures and the pain that informed their politics and the desires that enthralled them, even as they bade them to be free. It is an essential resource for students and teachers of Australian women's history.

**Homebodies** Elsevier Childbearing is more than pregnancy and labor. It is the having and not having of children. It is a profound event in the lives of families-and in the lives and bodies of women. The feminist movement and the

development of feminist studies have helped to rehumanize the subject of childbearing by removing it from the remote environment of institutionalized medicine. The multi-disciplinary Encyclopedia of Childbearing is a major contribution to this new accessibility.

**Start and Run a Successful Complementary Therapy Business**

DIANE Publishing

This is a novel based on true stories about bosses. Written by an ex-IBM

business executive, the book is an insider's exposé of the world of work and the impact leaders have on people's spirits. The novel tells the story of Lauren Johnson, a talented but naive professional struggling under an insensitive boss who undermines her at every turn. Forced into a final decision, Lauren must fight back or have her spirit crushed. *Sex Matters* Univ of California Press  
This book addresses the politics of global health and social justice issues

around birth, focusing on dynamic communities that have chosen to speak truth to power by reforming dysfunctional health care systems or creating new ones outside the box. The chapters present models of childbirth at extreme ends of a spectrum—from the conflict zones and disaster areas of Afghanistan, Israel, Palestine, and Indonesia, to high-risk tertiary care settings in China, Canada, Australia, and Turkey. Debunking notions about best care, the volume

illustrates how human rights in health care are on a collision course with global capitalism and offers a number of specific solutions to this ever-increasing problem. This volume will be a valuable resource for scholars and students in anthropology, sociology, health, and midwifery, as well as for practitioners, policy makers, and organizations focused on birth or on social activism in any arena.  
**Who's Listening,  
Letters to the Editor  
Years 1988-2000, in**

**Categories and****Illustrated** John Wiley & Sons

How to Land a Top-Paying Federal Job is the ultimate guide to securing a government job, internship, or fellowship.

Written by a successful career coach who has climbed the federal career ladder herself and served as a hiring manager, the book steers applicants through every stage of their job searches—from finding unadvertised openings and getting interviews to sealing enviable deals and even

getting promoted.

Drawing on interviews with more than 100 federal hiring managers, the book reveals the secrets to impressing these gatekeepers online, on paper, and in person—information that is available nowhere else.

The updated second edition includes more get-ahead tips; new templates for writing winning applications; expanded directories for internships, fast-track management training programs and fellowships; and the latest helpful websites.

Complete with a companion CD filled with sample rTsumTs, checklists, and templates, this indispensable book gives readers the inside scoop on landing some of the nation's most secure, well-paying, and rewarding jobs—in all 50 states and abroad!

*Review of Civil Litigation Costs* John Wiley & Sons Nurse-led intervention research is a core component of the global initiative to improve quality of care. Though research in this area has already contributed much

to the advancement of patient care, future strides depend on the dissemination of practical, how-to instruction on this important area of research. Design, Evaluation, and Translation of Nursing Interventions aids in this endeavour by presenting both general approaches and specific methods for developing nursing interventions. Logically organized to facilitate ease of use, the book is divided into four sections. The introduction provides a firm grounding in

intervention science by situating it within the broader topics of evidence-based practice, client-centred care, and quality of care. Section Two describes each step of intervention design, including correct identification of the health issue or problem, clarification of the elements comprising an intervention, and application of theory. Section Three is centred on implementation, highlighting such topics as development of the intervention manual,

training interventionists, and intervention fidelity. The book concludes with methods to evaluate interventions enacted and suggestions for their translation into practice. Design, Evaluation, and Translation of Nursing Interventions distills the authors' years of expertise in intervention research into comprehensive, easy-to-follow chapters. It is a must-have resource for students, researchers and healthcare professionals wishing to impact the future of patient care.

*Political and Cultural Determinants of Fertility and Reproductive Health in Peninsular Malaysia*  
How To Books  
Letters to Bangkok is a story of love born on the internet between a practising Thai surgeon and an English University marketing manager. The initial Skype conversations and subsequent letters are true and exact records of written exchanges between two people trying to find love. Below is an extract pages 17, 18 and 19 of the actual book.

The Skype Connection  
September/November 2008  
Of all the gin joints in all the towns in all the world, the famous throwaway saying in Casablanca brings me immediately to thinking with amazement how I first met sweet Pen. Reflecting on this momentous meeting, well momentous in terms of its life-changing impact on my small world, I often pose myself one question: How is it possible that two people, effectively total strangers, with widely different backgrounds and

experiences can begin a conversation through a chance meeting at a moment in a time and place on a social chat forum called Skype and through that conversation set off additional exchanges leading eventually to two hearts beating as one? (See explanation of the term Skype below.) It must be said at the outset that both Pen and I came to the site with reservations and varying degrees of scepticism born from previous failed and disappointing encounters

on Skype, where people come and go with regular monotony, like ships in the night or ghosts briefly haunting the ether space but soon to disappear without a trace. It is the nature of the beast called social Internet chatting that you may find someone interesting and then they disappear, never to be seen or heard of again, with no by your leave, refusing to reply to further communications, leaving you saying, Um, it was definitely something I said!!!! I had an early impression from what Pen

said that she was more experienced on Skype in comparison to me, a relative newcomer. But why did Pen and I come to seek out one another in the first place? I was searching initially for company and solace, as I was suffering in a loveless, rather cruel relationship. Despite my experiences, I have always been an optimist, eternally inquisitive and open minded, a peoples person. Setting aside early negative encounters on social sites, I have been blessed with a

strong belief in the goodness of human nature and a belief in destiny. Whether I believed that destiny could be found in such a chance and brief encounter is a moot point. I had just come through a long and difficult marriage which had ended de facto, and although I had not made the break physically from my ex-partner, I had signalled my intention to leave, and in mind and spirit, I had disassociated myself from intimacy or any future plans with this failed relationship. So yes,



in one sense, although not consciously acknowledged by myself, I was searching for a human being to fill the emotional chasm left by years of mild mental abuse born of being married to an aggressive and sometimes violent alcoholic. I was seeking someone who might be sensitive, caring, supportive, loving, someone who could be my friend and confidant, someone I could trust with my heart, a lover that would be my love for always, not just temporarily, someone

that would be my encourager and someone that would share my dreams and let me share hers, and most importantly, someone that would not betray my emotional trust a big shopping order, you might say! And in that respect, I had already decided to cast my net wider, beyond the shores of England, and sought an international partner to be my friend. I was already familiar with some of the attractive qualities that an Asian woman might bring to a relationship: loyalty,

selflessness, spirituality, a caring, loving, and generous nature, and rarely abusive of alcohol. I was also physically attracted to the Asian look with their dark eyes, sultry looks, and long dark hair. For Pen, Skype perhaps offered, amongst other things, an opportunity to d

**Investigation of Failure of the SEC to Uncover Bernard Madoff's Ponzi Scheme** Ballantine Books

This is the third edition of a highly successful guide to using massage therapy through all stages of the

birth process, from pregnancy, through labor and birth, and into the long postpartum period. It is primarily for massage therapists but is also intended for physical therapists, other manual therapists and bodyworkers, nurses and midwives, physicians and doulas - any professional who wants to integrate more therapeutic touch in their work. The text combines what anyone who works with pregnant people needs: an exhaustive distillation of current scientific

knowledge, alongside hands-on recommendations, specific techniques and business success from almost a century of the authors' combined experience. The reader will gain a detailed understanding of what is happening to the body during pregnancy and beyond, how massage techniques can impact those changes, and very concrete, applicable strategies for how to work with maternity clients to make them feel better. Amidst this abundance of

detail about what to do, the authors also explore the flipside - what therapists need to modify and avoid to ensure that their work with pregnant and postpartum clients is safe; how to recognize high-risk factors or other complications; how best to adjust treatment; and how to work with medical healthcare providers throughout the process. Letters to Bangkok John Benjamins Publishing  
Being a great therapist and being a good business person require different skills. This book

will help you as a therapist - new, or experienced - to concentrate on the things you need to do to make your business a success and avoid making costly mistakes along the way. It will help you understand the business you are entering into, decide what products and therapies you will offer, and how to differentiate yourself from the competition so that new clients will choose you. You will also discover how to: \* identify your potential clients and market your business to

them \* choose the best business model for you to use, work out your costs and set your prices\* produce a business plan which you can use continually to review how your business has progressed \* keep efficient records of payments and outgoings \* use the internet to effectively market your services and make full use of free marketing \* prioritise the tasks you need to complete in setting up your business. / This comprehensive and accessible book includes

case studies and examples, plus exercises to help you follow the steps needed to start and run your business. With it you will build your business on solid foundations and go on to develop a thriving therapy practice.

Writing Resumes and Cover Letters For Dummies - Australia / NZ

Routledge

Begin your graphic design career now, with the guidance of industry experts Becoming a Graphic and Digital Designer is a single source

guide to the myriad of options available to those pursuing a graphic design career. With an emphasis on portfolio requirements and job opportunities, this guide helps both students and individuals interested in entering the design field prepare for successful careers. Coverage includes design inspiration, design genres, and design education, with discussion of the specific career options available in print, interactive, and motion design. Interviews with

leading designers like Michael Bierut, Stefan Sagmeister, and Mirko Ilic give readers an insider's perspective on career trajectory and a glimpse into everyday operations and inspirations at a variety of companies and firms. Design has become a multi-platform activity that involves aesthetic, creative, and technical expertise. Becoming a Graphic and Digital Designer shows readers that the field once known as "graphic design" is now richer and more inviting

than ever before. Learn how to think like a designer and approach projects systematically. Discover the varied career options available within graphic design. Gain insight from some of the leading designers in their fields. Compile a portfolio optimized to your speciality of choice. Graphic designers' work appears in magazines, advertisements, video games, movies, exhibits, computer programs, packaging, corporate materials, and more. Aspiring designers are

sure to find their place in the industry, regardless of specific interests. Becoming a Graphic and Digital Designer provides a roadmap and compass for the journey, which begins today.

**Management  
Communication**

Routledge  
Practical tricks for standing out from the crowd and getting the job you want in the Australian and New Zealand market  
Applying for jobs in today's tight job market can seem like an

overwhelming process. Competition is fierce and employers expect more than ever before from job applicants. With unemployment and redundancies rising, it's simply not a good time to be looking. So how do you make yourself stand out? Writing Resumes and Cover Letters For Dummies, Second Australian & New Zealand Edition shows you how to catch a recruiter's attention. Presenting a wealth of sample resumes and cover letters, this handy, easy-to-use guide

shows you how to write a killer cover letter, format your resume for online use, use social networking to your advantage, and tailor your resume and cover letters for specific positions and companies. Designed specifically for job hunters in Australia and New Zealand Offers practical tips and advice on crafting a great resume and a perfect cover letter for any kind of position Includes advice on addressing government selection criteria Features ten ways to turn off a recruiter and

ten tips for the perfect presentation No matter how tough the job market is, a great resume and cover letter combination will help you get the attention you deserve. Writing Resumes and Cover Letters For Dummies gives you all the tools and tips you need to get noticed—and get your dream job!

*Thriving in the Gig Economy* Xlibris Corporation

Letter composing is a fundamental ability. Notwithstanding the pervasiveness of

messages and instant messages, everybody needs to compose letters sooner or later. Letters of grievance, employment forms, thank you letters, letters mentioning changes, or making proposals — the rundown continues forever. Urging kids to compose letters from the beginning will improve their correspondence, social and penmanship abilities, and instruct them what they have to think about composition and organizing letters. Composing letters

energizes great social aptitudes, figuring out how to state thank you and requesting data graciously. In English, there are various shows that ought to be utilized when composing a formal or business letter. Moreover, you attempt to compose as basically and as plainly as could reasonably be expected, and not to make the letter longer than would normally be appropriate. Recall not utilizing casual language like constrictions. A letter is composed of

correspondence starting with one individual or association then onto the next. It can adopt a conventional strategy or a casual methodology. To choose which style is fitting for your letter, recognize your crowd and the purpose of your letter.

How to Write Successful Letters of Recommendation Jessica Kingsley Publishers

"In her beautifully written, deeply researched, and elegantly argued book, Lynne Haney shows how much American policy-makers can learn from

Hungary's social welfare experience. By unpacking the very different strategies that Hungary has adopted during the past half-century, Haney's account illuminates basic policy choices about how a society—any society—addresses the problems of poverty. It makes indispensable reading for those, on both sides of the Atlantic, who care about the lives of the poor."—David Kirp, author of *Gender Justice*

"Inventing the Needy is a theoretically engaged and methodologically

innovative ethnography of Hungarian welfare regimes from 1948 to 1996. Studying the state 'from below,' her multi-layered and multi-sited analysis of the transformations in state policies and institutional practices, and their effects on everyday life, is an important contribution to comparative studies of welfare states, the social construction of the materialization and materialization of need, as well as to critical socialist, postsocialist, and feminist studies. Well-

written, lucidly argued, thoughtful, and thought-provoking!"—Gail Kligman, author of *The Politics of Duplicity: Controlling Reproduction in Ceausescu's Romania* "Inventing the Needy stands at the forefront of a new generation of revisionist scholarship. It dispenses with the sharp dichotomies of capitalism and communism and forsakes triumphal interpretations of the transition to the free market and liberal democracy. Looking at Hungary through the eyes

of women and their experiences with successive welfare regimes, Lynne Haney offers a more balanced and variegated picture of the state socialist past and a more sober account of the capitalist present. *Inventing the Needy* is a brilliant combination of ethnography, history, and theory."—Michael Burawoy, co-author of *Global Ethnography: Forces, Connections, and Imaginations in a Postmodern World* "Lynne Haney's provocative, original, and altogether

brilliant study of welfare restructuring in Hungary in the wake of 1989 challenges us to rethink gender, states and social policies in both 'east' and 'west,' while providing essential conceptual tools for doing so."—Ann Shola Orloff, coauthor of *States, Markets, Families: Gender, Liberalism and Social Policy in Australia, Canada, Great Britain and the United States* "This important book engages the central issue sociology faces after the fall of communism. *Inventing the Needy* is a careful,



empirically well documented, and beautifully written analysis of the Hungarian welfare system during and after socialism. Haney shows that a critical analysis of capitalism is possible from the perspective of a socialist alternative, even today. She challenges

'transitologists,' who often contrast an idealized capitalist present with a homogeneous and negative view of socialism. This book is a must for those interested in theoretical debates about socialism and capitalism and in the welfare state and gender relations under and after

socialism."—Ivan Szelenyi, author of *Privatizing the Land: Rural Political Economy in Post-Communist and Socialist Societies* and co-author of *Making Capitalism without Capitalists: Class Formation and Elite Struggles in Post-Communist Central Europe*

Best Sellers - Books :

- [Twisted Games \(twisted, 2\) By Ana Huang](#)
- [Feel-good Productivity: How To Do More Of What Matters To You](#)
- [Icebreaker: A Novel \(the Maple Hills Series\) By Hannah Grace](#)
- [Why A Daughter Needs A Dad: Celebrate Your Father Daughter Bond This Father's Day With This Special Picture Book! \(always In](#)
- [Things We Never Got Over \(knockemout\)](#)

- [The Mountain Is You: Transforming Self-sabotage Into Self-mastery](#)
- [Heart Bones: A Novel By Colleen Hoover](#)
- [The Covenant Of Water \(oprah's Book Club\)](#)
- [Happy Place By Emily Henry](#)
- [The Four Agreements: A Practical Guide To Personal Freedom \(a Toltec Wisdom Book\)](#)