

"THE RIGHT FIT" : Dynamic Exercises to Uncover the Right Career for You

FILE LEGEND

by Raymond Kenneth Kaelin



This file consists of both blank templates along with completed templates - as examples

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Should you have any questions, go to my website.

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SAMPLE TALENTS LIST CREATION

List of Things I'm Good At / Do Well: Talents / Skills / Abilities / Aptitude For

T	Solving Math Problems
T	Picking Apart Technical Gadgets
T	Doing Crosswords, Puzzles and Brain Teasers
T	Explaining My Opinions & Beliefs
T	Socializing/ Making Friends / Helping
T	Computer Software Stuff
T	Computer Hardware / Electronics Stuff
T	Mechanically Inclined / Fixing Cars / Repairing Stuff
T	Listening To / Understanding People

YOUR TALENTS LIST CREATION

List of Things I'm Good At / Do Well: Talents / Skills / Abilities / Aptitude For

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[FILE LEGEND](#)

PERSONAL CRITERIA LIST TALLY (TALENTS & PASSIONS = PERSONAL CRITERIA)

P	Science of Mathematics / Math in General
P	History / Civilizations / Social studies
P	Social issues / Peoples & Languages
P	Supporting People Who Need It Most
P	Politics / Current Events / Meeting People
P	Learning About New Technologies
P	Teaching people about new things
P	Repairing Engines / Mechanical devices
P	Food, Healthy Cooking / Organic Cooking

T	Solving Math Problems
T	Picking Apart Technical Gadgets
T	Doing Crosswords, Puzzles and Brain Teasers
T	Explaining My Opinions & Beliefs
T	Socializing/ Making Friends / Helping
T	Computer Software Stuff
T	Computer Hardware / Electronics Stuff
T	Mechanically Inclined / Fixing Cars / Repairing Stuff
T	Listening To / Understanding People

FILE LEGEND

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YOUR PERSONAL CRITERIA LIST TALLY

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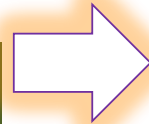
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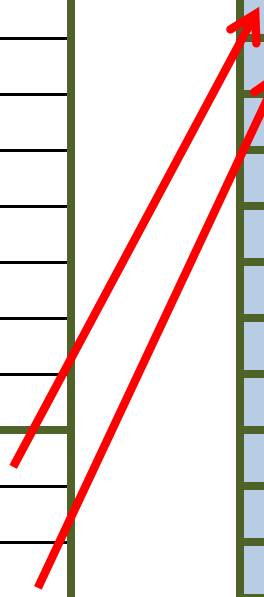
PERSONAL CRITERIA LIST TALLY

P	Science of Mathematics / Math in General
P	History / Civilizations / Social studies
P	Social issues / Peoples & Languages
P	Supporting People Who Need It Most
P	Politics / Current Events / Meeting People
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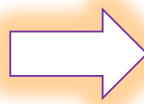
ALIGNED PERSONAL CRITERIA LIST

P	Science of Mathematics / Math in General
T	Solving Math Problems
T	Doing Crosswords, Puzzles and Brain Teasers
P	History / Civilizations / Social studies
P	Social issues / Peoples & Languages
P	Supporting People Who Need It Most
P	Politics / Current Events / Meeting People
T	Socializing/ Making Friends / Helping
T	Listening To / Understanding People
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T	Computer Software Stuff
T	Computer Hardware / Electronics Stuff
T	Mechanically Inclined / Fixing Cars / Repairing Stuff
P	Teaching people about new things
T	Explaining My Opinions & Beliefs
P	Food, Healthy Cooking / Organic Cooking



YOUR PERSONAL CRITERIA LIST TALLY

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YOUR ALIGNED PERSONAL CRITERIA LIST



COMBINED PERSONAL CRITERIA ; ALIGNED BY SIMILARITY

SEGREGATE INTO SEPARATE CATEGORIES (Aim for a good "Mix" of Talents and Desires in each Group)

FILE LEGEND

P	Science of Mathematics / Math in General
T	Solving Math Problems
T	Doing Crosswords, Puzzles and Brain Teasers

GROUP A	
P	Science of Mathematics / Math in General
T	Solving Math Problems
T	Doing Crosswords, Puzzles and Brain Teasers

P	History / Civilizations / Social studies
P	Social issues / Peoples & Languages
P	Supporting People Who Need It Most
P	Politics / Current Events / Meeting People
T	Socializing/ Making Friends / Helping
T	Listening To / Understanding People

GROUP B	
P	History / Civilizations / Social studies
P	Social issues / Peoples & Languages
P	Supporting People Who Need It Most
P	Politics / Current Events / Meeting People
T	Socializing/ Making Friends / Helping
T	Listening To / Understanding People

P	Learning About New Technologies
P	Repairing Engines / Mechanical devices
T	Picking Apart Technical Gadgets
T	Computer Software Stuff
T	Computer Hardware / Electronics Stuff
T	Mechanically Inclined / Fixing Cars / Repairing Stuff

GROUP C	
P	Learning About New Technologies
P	Repairing Engines / Mechanical devices
T	Picking Apart Technical Gadgets
T	Computer Software Stuff
T	Computer Hardware / Electronics Stuff
T	Mechanically Inclined / Fixing Cars / Repairing Stuff

P	Teaching people about new things
T	Explaining My Opinions & Beliefs

GROUP D	
P	Teaching people about new things
T	Explaining My Opinions & Beliefs

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P	Food, Healthy Cooking / Organic Cooking
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GROUP E	
P	Food, Healthy Cooking / Organic Cooking

**START WITH YOUR COMBINED
PERSONAL CRITERIA ; ALIGNED BY
SIMILARITY**

**SORT INTO INDIVIDUAL CATEGORY
GROUPS (Aim for a good "Mix" of Talents and
Desires in each Group)**

FILE LEGEND



GROUP A	



GROUP B	



GROUP C	



GROUP D	



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GROUP E	

IDENTIFY AND NAME EACH CATEGORY AS AN OCCUPATION PROFILE

SEEK THE HELP OF A RESEARCH LIBRARIAN

IDENTIFY WHAT OCCUPATIONS DESCRIBE EACH GROUP'S TALENTS / DESIRES CRITERIA

GROUP A =

MATHEMATICIAN / CODE BREAKER

P	Science of Mathematics / Math in General
T	Solving Math Problems
T	Doing Crosswords, Puzzles and Brain Teasers

GROUP C =

COMPUTER RELATED JOBS

MECHANICAL/ ENGINEER RELATED

P	Learning About New Technologies
P	Repairing Engines / Mechanical devices
T	Picking Apart Technical Gadgets
T	Computer Software Stuff
T	Computer Hardware / Electronics Stuff
T	Mechanically Inclined / Fixing Cars / Repairing Stuff

GROUP B =

PUBLIC SERVICE / GOVERNMENT

SOCIAL SCIENCES

P	History / Civilizations / Social Studies
P	Social issues / Peoples & Languages
P	Supporting People Who Need It Most
P	Politics / Current Events / Meeting People
T	Socializing/ Making Friends / Helping
T	Listening To / Understanding People

GROUP D =

TEACHING / INSTRUCTING / TRAINING

P	Teaching people about new things
T	Explaining My Opinions & Beliefs

GROUP E =

UNIDENTIFIED

P	Food, Healthy Cooking / Organic Cooking
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IDENTIFY AND NAME EACH CATEGORY AS AN OCCUPATION PROFILE

SEEK THE HELP OF A RESEARCH LIBRARIAN

IDENTIFY WHAT OCCUPATIONS DESCRIBE EACH GROUP'S TALENTS / DESIRES CRITERIA

GROUP A =

GROUP B =

GROUP C =

GROUP D =

GROUP E =

[FILE LEGEND](#)

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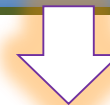
IN EACH OCCUPATIONAL PROFILE ; FIND THE TYPES OF JOBS THAT EXIST IN EACH OCCUPATION GROUP

FILE LEGEND

OCCUPATION PROFILES:



SPECIFIC JOB TYPES IN EACH PROFILE



(1) MATHEMATICIAN / CODE BREAKER

Math Teacher Actuary / Researcher / Statistician

(2) PUBLIC SERVICE / GOVERNMENT

Work at the United Nations / Diplomatic Corps / Public Advocate /
Politician

(3) SOCIAL SCIENCES

Therapist / Counselor / Social Worker / Cultural Anthropologist /
Sociologist

(4) TEACHING / INSTRUCTING / TRAINING

Trainer / Teacher / Instructor / Educator / Professor

(5) COMPUTER RELATED JOBS

IT Hardware Technician / Software Web Designer / Tester / Software
Creator / Analyst

(6) MECHANICAL/ ENGINEER RELATED

Aero Space Mechanic / Mechanical Engineer / Civil Engineer



FIND THE TYPES OF JOBS THAT EXIST IN YOUR OCCUPATIONAL GROUPS

OCCUPATION PROFILES:

SPECIFIC JOB TYPES IN EACH PROFILE



(1)

(2)

(3)

(4)

(5)

(6)



DEVELOP A LIST OF CORE VALUES

[FILE LEGEND](#)

CORE VALUES LIST

High Salary & Benefits

Large Amount of Free Time

High Job Security & Stability

High Personal Reward

Good Job Market

High Personal Development

International or Domestic Travel

Socially Responsible Work

Non -Competitive Environment

YOUR CORE VALUES LIST

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RANK CORE VALUES IN ORDER OF IMPORTANCE

CORE VALUES LIST	No Rank	RANKED CORE VALUES	Rank
High Salary & Benefits	?	High Salary & Benefits	9
Large Amount of Free Time	?	Large Amount of Free Time	8
High Job Security & Stability	?	High Job Security & Stability	7
High Personal Reward	?	High Personal Reward	6
Good Job Market	?	Socially Responsible Work	5
High Personal Development	?	Good Job Market	4
International or Domestic Travel	?	Non -Competitive Environment	3
Socially Responsible Work	?	High Personal Development	2
Non -Competitive Environment	?	International or Domestic Travel	1

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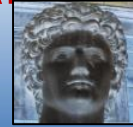
RANK CORE VALUES BY IMPORTANCE

YOUR CORE VALUES LIST

YOUR CORE VALUES RANKED

Rank

TRANSLATE CORE VALUES INTO RESEARCHABLE JOB FEATURES



RANKED CORE VALUES

High Salary & Benefits

Large Amount of Free Time

High Job Security & Stability

High Personal Reward

Socially Responsible Work

Good Job Market

Non -Competitive Environment

High Personal Development

International or Domestic Travel

=

JOB FEATURES

Salary & Compensation Range

=

Time Demands of Job

=

Job Security

=

Job Satisfaction

=

Social Impact

=

Future Job Prospects

=

Working Conditions

=

Training & Advancement

=

Overseas Assignments / Job Travel

=

[FILE LEGEND](#)

TRANSLATE CORE VALUES INTO RESEARCHABLE JOB FEATURES



YOUR RANKED CORE VALUES

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YOUR JOB FEATURES



"THE RIGHT FIT" MASTER RESEARCH LOG- EXAMPLE



OCCUPATIONAL GROUP:

SECTION I : INPUT CORE VALUES ALONG WITH THE JOB FEATURES

SECTION II: INPUT TYPICAL JOB QUALIFICATIONS AND DETERMINE NEEDS REQUIRED FOR ACCOMPLISHMENT

Which Job(s) will Best Align with the Five Way Match



SOCIAL SCIENCES

MY CORE VALUES

High Salary & Benefits

Large Amount of Free Time

High Job Security & Stability

JOB TYPES

JOB LEVELS

JOB FEATURES

Salary & Benefits Range

The Time Demands of Job

Level of Job Security

JOB NEEDS

Educational Credentials / Specific Certifications / Training

Time / Money Needed to Acquire Requirement

Levels of Prior Job Related Experience

Time / Money Needed to Acquire Requirement

Counselor / Therapist

Entry Level
Middle Level
Experienced Level

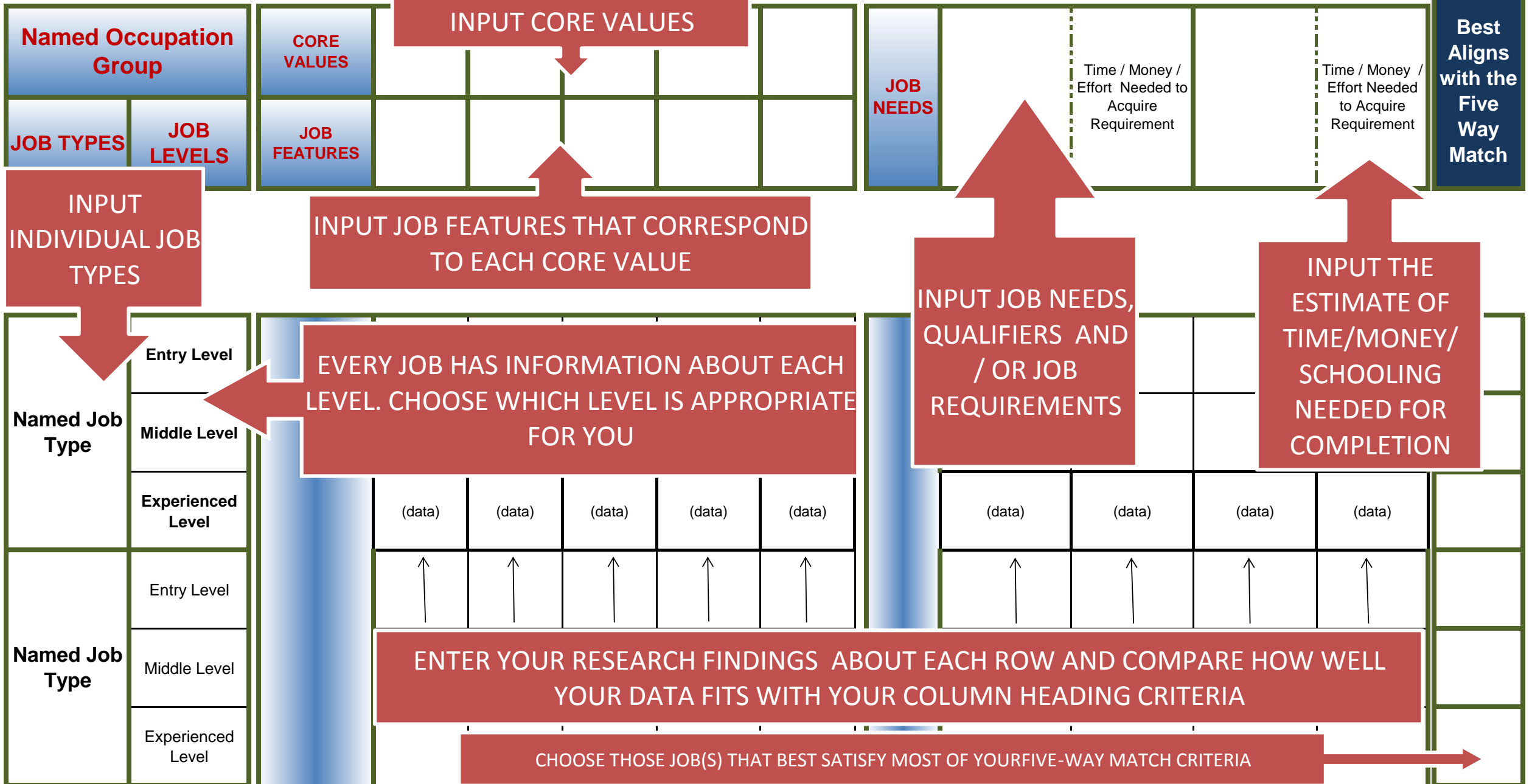
Social Worker

Entry Level
Middle Level
Experienced Level

Cultural Anthro - pologist

Entry Level
Middle Level
Experienced Level

"THE RIGHT FIT" MASTER RESEARCH LOG "WHAT GOES WHERE"





"THE RIGHT FIT" MASTER RESEARCH LOG



OCCUPATIONAL GROUP:

SECTION I : COMPARE MY CORE VALUES WITH THE JOB FEATURES

SECTION II: JOB QUALIFICATIONS AND REQUIREMENTS

What can this job (or has the potential to) offer me and how well does it fit in with or satisfy my "Core Values?"

What WILL I need to QUALIFY for each job, and how long will it take, how much money will I need and what efforts to acquire it?

Best Aligns with the Five Way Match

Named Occupation Group

Named Occupation Group		CORE VALUES						
JOB TYPES	JOB LEVELS	JOB FEATURES						

JOB NEEDS	Time / Money / Effort Needed to Acquire Requirement		Time / Money / Effort Needed to Acquire Requirement		Time / Money / Effort Needed to Acquire Requirement	



	Entry Level	CORE VALUES							JOB NEEDS							
	Middle Level															
	Experienced Level															
	Entry Level															
	Middle Level															
	Experienced Level															
	Entry Level															
	Middle Level															
	Experienced Level															



"THE RIGHT FIT" MASTER RESEARCH LOG



OCCUPATIONAL GROUP:

SECTION I : COMPARE MY CORE VALUES WITH THE JOB FEATURES

SECTION II: JOB QUALIFICATIONS AND REQUIREMENTS

What can this job (or has the potential to) offer me and how well does it fit in with or satisfy my "Core Values?"

What WILL I need to QUALIFY for each job, and how long will it take, how much money will I need and what efforts to acquire it?

Best Aligns with the Five Way Match

Named Occupation Group

CORE VALUES							
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JOB NEEDS	Time / Money / Effort Needed to Acquire Requirement	Time / Money / Effort Needed to Acquire Requirement	Time / Money / Effort Needed to Acquire Requirement	Time / Money / Effort Needed to Acquire Requirement
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JOB TYPES **JOB LEVELS**

JOB FEATURES							
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JOB NEEDS	Time / Money / Effort Needed to Acquire Requirement	Time / Money / Effort Needed to Acquire Requirement	Time / Money / Effort Needed to Acquire Requirement	Time / Money / Effort Needed to Acquire Requirement
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Entry Level
Middle Level
Experienced Level

Entry Level
Middle Level
Experienced Level

Entry Level
Middle Level
Experienced Level





"THE RIGHT FIT" TARGET JOBS PLANNING DOCUMENT



FILE LEGEND

1 - CONFIRM

**TARGET JOBS'
REQUIREMENTS**

CONFIRM YOU HAVE WHAT'S REQUIRED TO PURSUE THIS JOB

Educational Credentials	Other Certifications	Prior Job Experience			Profession-Specific Skills	Interpersonal Skills Required	Computer Skills	Managerial Experience
		Entry Level	Mid Level	Advanced / Experienced				
MBA	Helpful, but not Required	None	3-5 Years	10 Years Plus	Good Interpersonal Skills	Yes	Helpful, but not Required	For Higher Levels
BA	Teaching Certificate	None	3-5 Years	10 Years Plus	Good Interpersonal Skills	Yes	Helpful, but not Required	For Admin Roles
BA	Vender Certified	1 Year Exp	3-5 Years	10 Years Plus	Technical Prowess	Not Req'd	Strong Knowledge	For Higher Levels
MBA/Post Grad	Engineer's License	2 Year Post Grad Exp	3-5 Years	10 Years Plus	Engineering Acumen	Not Req'd	Good Knowledge	For Higher Levels

SOCIAL WORKER

**HIGH SCHOOL MATH
TEACHER**

**COMPUTER REPAIR
TECHNICIAN**

CIVIL ENGINEER

PJT Name	"Find & Land TARGET Job(s) : _____"	Start Date:	
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#	Task Name	Duration: Calendar Days	Start Date	Hold Date	Restart Date	End Date
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1.0 CONFIRM OR ACQUIRE WHAT'S NEEDED FOR THIS JOB

1.1	EDUCATION CREDENTIALS					
1.2	CERTIFICATIONS / LICENSES / PERMITS / VISA					
1.3	PAST OCCUPATIONAL EXPERIENCE / WHAT LEVEL IS NEEDED					
1.4	SPECIFIC PROFESSIONAL SKILLS REQUIRED					
1.5	HIGH LEVEL OF INTERPERSONAL SKILLS REQUIRED					
1.6	SPECIFIC COMPUTER (HARWARE / SOFTWARE) SKILLS					
1.7	SUPERVISORY OR MANAGERIAL EXPERIENCE					

2.0 COMPLETE JOB SEARCH "EQUIPMENT" FOR EACH TARGET JOB

2.1	RESUME COMPLETED					
2.2	COVER LETTER COMPLETED					
2.3	COMPLETED CONTACT SCRIPTS					
2.4	COMPLETED 30-60-90 SECOND "RAP's"					
2.5	COMPLETED FULL INTERVIEW SCRIPTS					
2.6	POST INTERVIEW THANK YIU NOTES COMPLETED					
2.7	MAKE UP A BUSINESS CARD					
2.8	ASSEMBLE ACCESSORIES: LEATHER FOLDER, 3X5 CARDS, ETC.					
2.9	PURCHASE THE RIGHT CLOTHES & SHOES					

3.0 NETWORK ON JOB SEARCH PLANS: GO WHERE THE JOBS ARE

3.1	CREATE AN EMAIL ACCOUNT					
3.2	HOME PHONE ANSWERING MACHINE					
3.3	REGISTER AND POST RESUMES ON MONSTER.COM					
3.4	REGISTER ON CAREER BUILDER.COM					
3.5	REGISTER ON ANY OCCUPATION SPECIFIC JOB SITES					

PJT Name	"Find & Land TARGET Job(s) : _____"	Start Date:	
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#	Task Name	Duration: Calendar Days	Start Date	Hold Date	Restart Date	End Date
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3.6	CONSIDER : PAY FOR AND REGISTER ON "LINKED-IN"					
3.7	WRITE UP YOUR PERSONALCONTACTS LISTING					
3.8	RESEARCH ALUMNI ASSOC'S / COLLEGE ASSOC.					
3.9	RESEARCH VARIOUS OCCUPATIONAL RECRUITERS					
3.10	REGISTER WITH STATE RUN WORKFORCE AGENCIES					
3.11	CREATE A DAILY 'JOB SEARCH' LOG AND TRACK ACTIONS					

4.0 BEGIN SELF-MARKETING ACTIVITIES

4.1	BEGIN CALLING CONTACTS USING SCRIPTS					
4.2	MEMORIZE AND USE YOUR "RAPS" IN SOCIAL SITUATIONS, INTRODUCTIONS, ETC.					
4.3	CONTACT ALUMNI ASSOC'S / COLLEGE ASSOC.					
4.4	CONTACT RECRUITERS					
4.5	BLOG ON "LINKED-IN" JOB SEARCH ASSOCIATIONS					

5.0 DAILY JOB SEARCH PLANS

5.1	MAKE AT LEAST FIVE CALLS A DAY TO NEW CONTACTS, JOB REFERRALS, FRIENDS, RECRUITERS, ETC.					
5.2	APPLY ON JOB SITES USING "TARGET" JOB TITLES					
5.3	UTILIZE COVER LETTERS AND FOLLOW UP					
5.4	CONSIDER SENDING OUT MASS RESUME MAILINGS					
5.5	CONSIDER SENDING OUT TARGETED RESUME MAILINGS					
5.6	CONSIDER JOB FAIR ATTENDENCE AND ATTEND STATE RUN SEMINARS					

6.0 EXERCISE AND STRESS RELIEF PLANNING

PJT Name	"Find & Land TARGET Job(s) : _____"	Start Date:	
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#	Task Name	Duration: Calendar Days	Start Date	Hold Date	Restart Date	End Date
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6.1	DAILY STRESS BREAK EXERCISES					
6.2	RELAX WHEN ITS TIME TO RELAX					
6.3	WORK WHEN ITS TIME TO WORK					
6.4	REST WHEN YOU'RE TIRED					
6.5	PLAY WHEN YOU'RE BORED					

7.0 INTERVIEW PLANNING

7.1	COMPLETED ALL JOB RESEARCH HOMEWORK					
7.2	COMPLETED ALL INTERVIEW SCRIPTS					
7.3	COMPLETED ALL INTERVIEW QUESTIONS AND CLOSURE					
7.4	ACCESSORIES AND EQUIPMENT SQUARED AWAY					
7.5	PAPERWORK, BUSINESS CARD AND FOLDER					
7.6	EXTRA SHIRT / MINTS / ETC.					
7.7	LEAVE EARLY					

8.0 INTERVIEW POST PLANNING

8.1	AFTER INTERVIEW, IF YOU GOT THE INTERVIEW THROUGH A THIRD PART RECRUITER, CALL AND LET THEM KNOW YOU'RE LEVEL OF INTEREST					
8.2	FROM BUSINESS CARD EXCHANGE, FILL OUT PERSONALIZED FOLLOW UP NOTES TO EACH INTERVIEWER.					
8.3	MAKE SURE TO COPY THE RECRUITER ON ALL CORRESPONDENCE TO THE EMPLOYER					
8.4	DON'T HALT ALL OF YOUR CURRENT JOB SEARCH ACTIONS. KEEP AS MANY IRONS IN THE FIRE AS POSSIBLE					

PJT Name	"Find & Land TARGET Job(s) : _____"	Start Date:	
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#	Task Name	Duration: Calendar Days	Start Date	Hold Date	Restart Date	End Date
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8.5	BE TIGHT-LIPPESD ABOUT WHO YOU HAVE INTERVIEWED PARTICULARLY WHEN TALKING WITH OTHER RECRUITERS. IT'S JUST GOOD COURTESY, BUT ALSO IT AIN'T OVER TILL YOU GET THE OFFER.					
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PJT Name	"Find & Land TARGET Job(s) : _____"	Start Date:	
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#	Task Name	Duration: Calendar Days	Start Date	Hold Date	Restart Date	End Date
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#	Task Name	Duration: Calendar Days	Start Date	Hold Date	Restart Date	End Date
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PJT Name	"Find & Land TARGET Job(s) : _____"	Start Date:	
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#	Task Name	Duration: Calendar Days	Start Date	Hold Date	Restart Date	End Date
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10.4						
10.5						

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FILE LEGEND: Template List

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