

Figure 17-1. Example of a Recommendation Letter

Jason Billings, PharmD
Memorial Medical Center
Department of Pharmacy
100 Main Street
Cleveland, OH 44102

January 20, 2013

Dear Dr. Billings,

I am writing to inform you of my recommendation of Bethany Student for your PGY1 pharmacy practice residency. I had the pleasure of getting to know Bethany as her Internal Medicine preceptor over the past 2 months. Throughout that time, she demonstrated a number of important attributes that are vital to becoming a successful pharmacy resident.

While completing daily case presentations, Bethany routinely performed at a level well above her current experience. More importantly, however, she constantly strove to improve this knowledge base, working on her own time to study relevant material. Later, during one-on-one medication education rounds and large-group warfarin education sessions, she displayed strong communication skills, translating complex medical issues into language the patients could easily understand. Her interactions with patients were always professional, yet warm and friendly. During daily topic discussions she was an active participant and demonstrated an eagerness to learn advanced materials not yet covered in the curriculum. Lastly, for her final presentation, Bethany evaluated the billing and renal dosing procedures of our Catheterization Lab. Throughout the data collection and evaluation, she required little to no guidance from pharmacy staff, and the results of the project significantly impacted both patient care and the budget at our facility.

As the coadvisor to the Student Society of Health-System Pharmacists (SSHP), I have also had the chance to work closely with Bethany as this new student-pharmacist organization is built from the ground upward. She has played an integral role in the group as an active member, executive committee member, and, most recently, secretary. With the help of the other executive committee members, Bethany has expanded leadership opportunities via the addition of task forces that allow other pharmacy students to get more involved, identified qualified presenters for the speaker's series, and shaped the future course of SSHP. Despite the significant workload involved in developing a new organization, Bethany also has assumed leadership positions in the Academy of Student Pharmacists and Lambda Sigma, among other on-campus organizations.

To simply describe Bethany's involvement in these organizations by the titles she has received, however, would not accurately reflect the degree of her involvement. She has truly excelled in her ability to bring disparate groups together to organize brand new joint events, such as the Annual Golf Outing, the Pharmacy Quiz Bowl, and many other successful events. I was very impressed by her ability to both delegate responsibilities effectively to her peers and simultaneously be unafraid to jump in and accomplish what is necessary to have a successful function.

In addition to the attributes listed above, Bethany has simply been a joy to work with. She is easygoing, enthusiastic, knowledgeable, and works extremely well with her colleagues and preceptors. Had she stayed in this area, I can assure you that I would be actively recruiting her for my own residency program. If you require any additional information, please do not hesitate to contact me.

Sincerely,

John Smith, PharmD, BCPS
Clinical Pharmacist, Internal Medicine
PGY1 Residency Program Coordinator
General Medical Center
e-mail: john.smith@generalmc.org

Sample Recommendation Letter For A Preceptor

Julie Ledbetter

Sample Recommendation Letter For A Preceptor:

Preceptor's Handbook for Pharmacists Lourdes M. Cuellar,Diane B. Ginsburg,2019-12-31 ASHP's significantly updated 4th edition of our widely popular Preceptor's Handbook for Pharmacists expands the content to include current challenges and issues impacting preceptors since fundamental changes have occurred that greatly affect modern practice including The onboarding process Wellness and resiliency Misconduct and inappropriate behaviors Teaching across diverse student populations Ethics To be an effective preceptor a pharmacist should exhibit clinical competency skills possess excellent communication skills and also demonstrate humanistic skills This edition includes perspectives from across the country and from different or unique practice programs to bring a wide variety of expertise to this edition The intent is for this book to be reflective on broad practice guidelines The Preceptor's Handbook for Pharmacists 4th edition is the updated and expanded authoritative resource for both new and experienced pharmacy preceptors to create a lifelong impact on young pharmacists

The Nurse Preceptor Toolkit - E-Book Beth Heuer,Cynthia A. Danford,2024-06-25 Develop the skills necessary for precepting RN and APRN students and new orientees The Nurse Preceptor Toolkit is written by and for RN and APRN clinicians and faculty members from a variety of levels specialties and settings Using real life examples and practical tips this comprehensive resource answers the questions preceptors often ask when interacting with students of all levels as well as new orientees Within its pages you'll find everything you need to develop and solidify the clinical teaching skills essential to becoming an effective preceptor This completely new book serves as a comprehensive resource for precepting both RN and APRN students and new orientees Coverage addresses questions preceptors have asked when interacting with students of all levels as well as with new orientees Content is written by and for RN and APRN clinicians and faculty members from a variety of levels specialties and settings Real life examples and practical tips guide the development and solidification of the clinical teaching skills needed to become an effective preceptor Coverage of essential precepting topics includes effective communication flexibility time management skills providing feedback and support an understanding of different adult learning styles and the ability to confidently evaluate student knowledge and competencies Chapter objectives serve as advance organizers to help prepare you for the content that follows Exemplars model excellence in clinical precepting through contributor authored stories of successful faculty preceptor learner partnerships related to the content of each chapter Boxes highlight tips from successful preceptors Appendices provide ready to use tools to enhance the preceptor learner experience

Maximize Your Rotations: ASHP's Student Guide to IPPEs, APPEs, and Beyond Mate M. Soric,2013-04-01 Successful pharmacy careers begin with successful rotations and successful rotations start with this guide Although rotations are crucial to the development of skills needed to practice pharmacy there has been little available to guide students in the best way to prepare and make the most of these experiences until now Maximize Your Rotations ASHP's Student Guide to IPPEs APPEs and Beyond breaks down everything you need to know into easy to navigate chapters Inside

you will find the skills required to excel while on IPPE or APPE rotations along with competencies that may be unique to one type of rotation or another Each chapter is written by an experienced preceptor lending a valuable perspective By using this text you will gain an appreciation of the general expectations and typical activities of each rotation experience before you begin Better preparation means better performance Maximize Your Rotations will also be a resource throughout the experiential year offering everything from reminders of clinical issues and statistical reviews to advice on interviewing CV writing professional organizations and more Maximize Your Rotations means less time getting up to speed and more time getting ahead in your career Your rotation experience can be the launching pad for your career and there s no better guide than Maximize Your Rotations Foundation Grants to Individuals Phyllis Edelson,2009 *Directory of Biomedical and Health Care Grants 2006* Grants Program,2005-11-30 Grants are supposed to enable work not create more of it You need a guide a map and the right tools for the job Helping you from your earliest brainstorming to fully funded projects this essential guide offers countless tips and resources for anyone seeking funding for research faculty development dissertations internships scholarships and assistantships facility and organizational support conferences and more This latest edition covers over 2 300 funding sources from all levels of government corporations and foundations **Jones & Bartlett**

Learning's Administrative Medical Assisting Julie Ledbetter,2020-04-27 Designed to ensure that every medical assisting graduate can quickly trade a cap and gown for a set of scrubs Jones Bartlett Learning s Administrative Medical Assisting Fourth Edition is more than just a textbook it s an engaging dynamic suite of learning resources designed to train medical assisting students in the administrative skills they ll need in today s rapidly changing health care environment Lippincott Williams and Wilkins' Administrative Medical Assisting Laura Southard Durham,2008 Lippincott Williams Wilkins

Administrative Medical Assisting Second Edition teaches students the theory and skills to become effective medical office assistants The text and ancillary resources address all the required administrative competencies for CAAHEP and ABHES program accreditation The book includes critical thinking questions and is written for maximum readability with a full color layout over 100 illustrations and boxes to highlight key points A bound in CD ROM and a companion Website include CMA RMA exam preparation questions an English to Spanish audio glossary a clinical simulation administrative skill video clips competency evaluation forms and worksheets for practice A Skills DVD with demonstrations of the most important medical assisting skills is available separately An Instructor s Resource CD ROM and online instructor resources will be available gratis upon adoption of the text The College Blue Book Huber William Hurt,Harriet-Jeanne Hurt,1975 **Scholarships, Fellowships, and Loans** S. Norman Feingold,2002 *Scholarships, Fellowships and Loans 1999* Gale Group,1998-09

Reports Great Britain. Royal Commission on Historical Manuscripts,1884 **Report** ,1884 New Jersey Register ,2004 **Report of the Royal Commission on Historical Manuscripts** Great Britain. Royal Commission on Historical Manuscripts,1883 First to ninth reports 1870 1883 84 with appendices giving reports on unpublished manuscripts in private

collections Appendices after v 15a pt 10 issued without general title American Journal of Public Health ,2003-07 **The scholemaster. Or plaine and perfite way of teachyng children, to vnderstand, write and speake, the Latin tong. ed. from the texts of the first two eds. by J.E.B. Mayor** Roger Ascham,1884 Perspectives ,2005 *Asian Studies Newsletter* ,2004 *Lasers* Kay Ball (RN.),1995 LASERS THE PERIOPERATIVE CHALLENGE carries on the tradition of providing a valuable comprehensive overview of laser technology The result is a fundamental reference for nurses and others directly involved in laser procedures The text offers important background information to provide a foundation for complete understanding of the technology and then defines specific applications while emphasizing perioperative nursing considerations New surgical techniques instrumentation delivery devices and perioperative care are discussed in detail
AHA Perspectives ,1991

Immerse yourself in heartwarming tales of love and emotion with Crafted by is touching creation, Experience Loveis Journey in **Sample Recommendation Letter For A Preceptor** . This emotionally charged ebook, available for download in a PDF format (PDF Size: *), is a celebration of love in all its forms. Download now and let the warmth of these stories envelop your heart.

https://aunewmaster.loudmouthgolf.com/About/detail/index.jsp/creative_writing_prompts_kids_quick_start.pdf

Table of Contents Sample Recommendation Letter For A Preceptor

1. Understanding the eBook Sample Recommendation Letter For A Preceptor
 - The Rise of Digital Reading Sample Recommendation Letter For A Preceptor
 - Advantages of eBooks Over Traditional Books
2. Identifying Sample Recommendation Letter For A Preceptor
 - 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 Recommendation Letter For A Preceptor
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Recommendation Letter For A Preceptor
 - Personalized Recommendations
 - Sample Recommendation Letter For A Preceptor User Reviews and Ratings
 - Sample Recommendation Letter For A Preceptor and Bestseller Lists
5. Accessing Sample Recommendation Letter For A Preceptor Free and Paid eBooks
 - Sample Recommendation Letter For A Preceptor Public Domain eBooks
 - Sample Recommendation Letter For A Preceptor eBook Subscription Services
 - Sample Recommendation Letter For A Preceptor Budget-Friendly Options

6. Navigating Sample Recommendation Letter For A Preceptor eBook Formats
 - ePUB, PDF, MOBI, and More
 - Sample Recommendation Letter For A Preceptor Compatibility with Devices
 - Sample Recommendation Letter For A Preceptor Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sample Recommendation Letter For A Preceptor
 - Highlighting and Note-Taking Sample Recommendation Letter For A Preceptor
 - Interactive Elements Sample Recommendation Letter For A Preceptor
8. Staying Engaged with Sample Recommendation Letter For A Preceptor
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sample Recommendation Letter For A Preceptor
9. Balancing eBooks and Physical Books Sample Recommendation Letter For A Preceptor
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sample Recommendation Letter For A Preceptor
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Sample Recommendation Letter For A Preceptor
 - Setting Reading Goals Sample Recommendation Letter For A Preceptor
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Sample Recommendation Letter For A Preceptor
 - Fact-Checking eBook Content of Sample Recommendation Letter For A Preceptor
 - 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 Recommendation Letter For A Preceptor Introduction

In today's digital age, the availability of Sample Recommendation Letter For A Preceptor books and manuals for download has revolutionized the way we access information. Gone are the days of physically flipping through pages and carrying heavy textbooks or manuals. With just a few clicks, we can now access a wealth of knowledge from the comfort of our own homes or on the go. This article will explore the advantages of Sample Recommendation Letter For A Preceptor books and manuals for download, along with some popular platforms that offer these resources. One of the significant advantages of Sample Recommendation Letter For A Preceptor books and manuals for download is the cost-saving aspect. Traditional books and manuals can be costly, especially if you need to purchase several of them for educational or professional purposes. By accessing Sample Recommendation Letter For A Preceptor versions, you eliminate the need to spend money on physical copies. This not only saves you money but also reduces the environmental impact associated with book production and transportation. Furthermore, Sample Recommendation Letter For A Preceptor books and manuals for download are incredibly convenient. With just a computer or smartphone and an internet connection, you can access a vast library of resources on any subject imaginable. Whether you're a student looking for textbooks, a professional seeking industry-specific manuals, or someone interested in self-improvement, these digital resources provide an efficient and accessible means of acquiring knowledge. Moreover, PDF books and manuals offer a range of benefits compared to other digital formats. PDF files are designed to retain their formatting regardless of the device used to open them. This ensures that the content appears exactly as intended by the author, with no loss of formatting or missing graphics. Additionally, PDF files can be easily annotated, bookmarked, and searched for specific terms, making them highly practical for studying or referencing. When it comes to accessing Sample Recommendation Letter For A Preceptor books and manuals, several platforms offer an extensive collection of resources. One such platform is Project Gutenberg, a nonprofit organization that provides over 60,000 free eBooks. These books are primarily in the public domain, meaning they can be freely distributed and downloaded. Project Gutenberg offers a wide range of classic literature, making it an excellent resource for literature enthusiasts. Another popular platform for Sample Recommendation Letter For A Preceptor books and manuals is Open Library. Open Library is an initiative of the Internet Archive, a non-profit organization dedicated to digitizing cultural artifacts and making them accessible to the public. Open Library hosts millions of books, including both public domain works and contemporary titles. It also allows users to borrow digital copies of certain books for a limited period, similar to a library lending system. Additionally, many universities and educational institutions have their own digital libraries that provide free access to PDF books and manuals. These libraries often offer academic texts, research papers, and technical manuals, making them

invaluable resources for students and researchers. Some notable examples include MIT OpenCourseWare, which offers free access to course materials from the Massachusetts Institute of Technology, and the Digital Public Library of America, which provides a vast collection of digitized books and historical documents. In conclusion, Sample Recommendation Letter For A Preceptor books and manuals for download have transformed the way we access information. They provide a cost-effective and convenient means of acquiring knowledge, offering the ability to access a vast library of resources at our fingertips. With platforms like Project Gutenberg, Open Library, and various digital libraries offered by educational institutions, we have access to an ever-expanding collection of books and manuals. Whether for educational, professional, or personal purposes, these digital resources serve as valuable tools for continuous learning and self-improvement. So why not take advantage of the vast world of Sample Recommendation Letter For A Preceptor books and manuals for download and embark on your journey of knowledge?

FAQs About Sample Recommendation Letter For A Preceptor Books

How do I know which eBook platform is the best for me? Finding the best eBook platform depends on your reading preferences and device compatibility. Research different platforms, read user reviews, and explore their features before making a choice. Are free eBooks of good quality? Yes, many reputable platforms offer high-quality free eBooks, including classics and public domain works. However, make sure to verify the source to ensure the eBook credibility. Can I read eBooks without an eReader? Absolutely! Most eBook platforms offer webbased readers or mobile apps that allow you to read eBooks on your computer, tablet, or smartphone. How do I avoid digital eye strain while reading eBooks? To prevent digital eye strain, take regular breaks, adjust the font size and background color, and ensure proper lighting while reading eBooks. What the advantage of interactive eBooks? Interactive eBooks incorporate multimedia elements, quizzes, and activities, enhancing the reader engagement and providing a more immersive learning experience. Sample Recommendation Letter For A Preceptor is one of the best book in our library for free trial. We provide copy of Sample Recommendation Letter For A Preceptor in digital format, so the resources that you find are reliable. There are also many Ebooks of related with Sample Recommendation Letter For A Preceptor. Where to download Sample Recommendation Letter For A Preceptor online for free? Are you looking for Sample Recommendation Letter For A Preceptor PDF? This is definitely going to save you time and cash in something you should think about. If you trying to find then search around for online. Without a doubt there are numerous these available and many of them have the freedom. However without doubt you receive whatever you purchase. An alternate way to get ideas is always to check another Sample Recommendation Letter For A Preceptor. This method for see exactly what may be included and adopt these ideas to your book. This site will almost certainly help you save time and

effort, money and stress. If you are looking for free books then you really should consider finding to assist you try this. Several of Sample Recommendation Letter For A Preceptor are for sale to free while some are payable. If you arent sure if the books you would like to download works with for usage along with your computer, it is possible to download free trials. The free guides make it easy for someone to free access online library for download books to your device. You can get free download on free trial for lots of books categories. Our library is the biggest of these that have literally hundreds of thousands of different products categories represented. You will also see that there are specific sites catered to different product types or categories, brands or niches related with Sample Recommendation Letter For A Preceptor. So depending on what exactly you are searching, you will be able to choose e books to suit your own need. Need to access completely for Campbell Biology Seventh Edition book? Access Ebook without any digging. And by having access to our ebook online or by storing it on your computer, you have convenient answers with Sample Recommendation Letter For A Preceptor To get started finding Sample Recommendation Letter For A Preceptor, you are right to find our website which has a comprehensive collection of books online. Our library is the biggest of these that have literally hundreds of thousands of different products represented. You will also see that there are specific sites catered to different categories or niches related with Sample Recommendation Letter For A Preceptor So depending on what exactly you are searching, you will be able tochoose ebook to suit your own need. Thank you for reading Sample Recommendation Letter For A Preceptor. Maybe you have knowledge that, people have search numerous times for their favorite readings like this Sample Recommendation Letter For A Preceptor, but end up in harmful downloads. Rather than reading a good book with a cup of coffee in the afternoon, instead they juggled with some harmful bugs inside their laptop. Sample Recommendation Letter For A Preceptor is available in our book collection an online access to it is set as public so you can download it instantly. Our digital library spans in multiple locations, allowing you to get the most less latency time to download any of our books like this one. Merely said, Sample Recommendation Letter For A Preceptor is universally compatible with any devices to read.

Find Sample Recommendation Letter For A Preceptor :

creative writing prompts kids quick start

primer raising resilient kids

primer romantasy saga

entrepreneurship roadmap case studies

emotional intelligence workbook 2026 guide

parenting handbook primer

framework investing simplified

~~advanced strategies children bedtime story~~

raising resilient kids award winning

quick start AI in everyday life

blockchain explained stories

2026 guide digital detox lifestyle

step by step math workbook grade 1

fan favorite leadership handbook

hardcover leadership handbook

Sample Recommendation Letter For A Preceptor :

From the Ground Up Generations of pilots owe their fundamental knowledge of flight theory and practice to the publication, From the Ground Up. Re-written and expanded by Aviation ... Aviation from the Ground Up by G. B. Manly First Edition - Cloth - Frederick J. Drake & Co., Chicago - 1929 - Condition: Very Good - 373 pages, many illustrations, mildly soiled.

appears to be oil. Aviation From The Ground Up Aviation From The Ground Up ... This is the second revised ed., 1960; ex-lib., with usual marks and labels; 160 p., clean and otherwise unmarked; many period ... Aviation From the Ground Up by Floherty, John. Book details · Print length. 160 pages · Language. English · Publisher. Lippincott, 1950. · Publication date.

January 1, 1950 · See all details. Aviation From the Ground Up: A Practical Instruction and ... Aviation From the Ground Up: A Practical Instruction and Reference Work on Aviation and Allied Subjects. By: Manly, G.B.. Price: \$13.50. Aviation from the Ground Up: A Practical Instruction and ... G. B. Manly. 1942 hardcover published by Frederick J. Drake & Co., Chicago.

Illustrated with diagrams and black-and-white photographs. From the Ground Up - 30th Edition Aviation Publishers hopes that readers will be satisfied that From the Ground Up remains positioned as the foremost source for aeronautical content worldwide. Aviation from the Ground Up Aviation from the Ground Up: A Practical Instruction and Reference Work on Aviation and Allied Subjects, Including Theory of Flight, Details of Airplane ... Book From The Ground Up From The Ground Up ; Publisher · Aviation Publishers; 29th edition (January 1, 2011) ; Author(s): A.F. MacDonald ; Format · Paperback, 371 pages ; ISBN · 9780973003635. Aviation from the Ground Up by G. B. Manly - 1st Edition Aviation from the Ground Up ; Or just \$18.00 ; About This Item. Chicago, IL: Frederick J. Drake & Co., 1929. 1st Edition . Hardcover. Good-. 8vo - over 7³/₄ - 9³/₄" ... Compound Sentences--Commas - Name Class Date ... ENGLISH101 - Compound Sentences--Commas - Name Class Date Lesson 76 Commas: Compound Sentences Use commas between the main clauses in a compound sentence. ... Commas and Compound Sentences Lesson 76. Class. Date. Commas and Compound Sentences. Use commas between the main clauses in a compound sentence. Place a comma before a coordinating ... Unit 12: Punctuation, Abbreviations, and Numbers Lesson

76. Class. Date. Commas: Compound Sentences. Use commas between the main clauses in a compound sentence. Place a comma before a coordinating conjunction ... UNIT 12 PUNCTUATION END-OF-SENTENCE LESSON 73 ... COMMAS: COMPOUND SENTENCES. LESSON 76 (EXERCISE 1). PAGES: 251-265. Susan's school performed Tom Sawyer, and she played Becky Thatcher. 1. The much-admired ... Commas: Compound Sentences Flashcards Study with Quizlet and memorize flashcards containing terms like go, none, Jersey and more. Lesson 76: Commas and Compound Sentences This activity was created by a Quia Web subscriber. Learn more about Quia. Create your own activities. Answer : Commas vs. Semicolons - Compound Sentences 3. The crab grass was flourishing, but the rest of the lawn, unfortunately, was dying. 4. The hill was covered with wildflowers; it was a beautiful sight. 5. As ... Commas in Compound sentences Flashcards Study with Quizlet and memorize flashcards containing terms like coordinating conjunctions, clause, phrase and more. Struggling with commas in compound sentences ... I noticed I'm having a ton of trouble with commas in very similar types of sentences. Here are some examples:. Commas in Compound Sentences Learn more about commas in compound sentences. Our lessons offer detailed explanations along with exercises to test your knowledge. Audi Online Owner's Manual Audi Online Owner's Manual. The Audi Online Owner's Manual features Owner's, Radio and Navigation ... Audi allroad quattro Quick reference guide Apr 12, 2017 — The aim of this quick reference guide is to introduce you to the main features and controls of your vehicle. This quick reference guide cannot replace the ... 03 2003 Audi Allroad Quattro owners manual 03 2003 Audi Allroad Quattro owners manual ; Item Number. 373972378996 ; Modified Item. No ; Year of Publication. 2003 ; Accurate description. 5.0 ; Reasonable ... 2003 Audi Allroad Quattro Owner's Manual 2003 Audi Allroad Quattro Owner's Manual. \$188.69. Original factory manual used as a guide to operate your vehicle. ... Please call us toll free 866-586-0949 to ... 2003 Audi Allroad Quattro Owners Manual Find many great new & used options and get the best deals for 2003 Audi Allroad Quattro Owners Manual at the best online prices at eBay! Audi Allroad 2.7T C5 2000 - 2004 Owner's Manual Download and view your free PDF file of the Audi Allroad 2.7T C5 2000 - 2004 owner manual on our comprehensive online database of automotive owners manuals. Audi Allroad Quattro Quick Reference Manual View and Download Audi Allroad Quattro quick reference manual online. Allroad Quattro automobile pdf manual download. Audi A6 Owner's Manual: 2003 Bentley Publishers offers original factory produced Owner's Manuals for Audi. These are the factory glovebox manuals containing everything from technical ... 2003 AUDI ALLROAD QUATTRO OWNERS MANUAL ... Type: Allroad Quattro (C5); Printnumber: 241.561.4BH.32; Pages: 372; Measures: DIN A5; Country: Germany; Language: Dutch; Year: 05.2003; Comments: 2.7 | 4.1 ... 2003 Audi Allroad Quattro Owner's Manual Set Original factory manual set used as a guide to operate your vehicle. Complete set includes owner's manual, supplements and case. Condition: Used