

MNRV Chapter Chatter



June 2008

Volume 2, Issue 9

Success Zone Notes

Upcoming Events:

- June 5, 2008
MNRV Chapter Meeting
Mystic Lake Casino Hotel
- Watch for information on the Next Board meeting
- Sept. 4, 2008
MNRV Chapter Meeting
Mystic Lake Casino Hotel

In this issue:

Success Zone Notes	1
June Meeting Dinner Menu	2
Member's Zone	3
Office Team	4
Spotlight Member	4
Monday Motivators	5
June Calendar	6

A Note from our President:

Summer is soon upon us! I am thankful for a time of refreshing. I have to admit that I love every single season in Minnesota. That is why I will probably always live here.

We have completed our goals for this year and I am very proud of that. Many of you stepped up to the plate and helped our and for that I am indebted to you. We were successful this year because of your contributions. I look forward to seeing more and more participation and involvement this next year as we continue to grow. The June Strategic Planning session held on June 5 is an important time to get your input about the future of our chapter. If you have not made a meeting as of yet, please, please do so. We want your thoughts.

I am extremely excited about the coming year and all the possibilities! I met with the outgoing and incoming Board on Monday night and am very impressed with both! I have a heart of gratitude for both. The outgoing Board is going to be available for mentoring as needed for the incoming Board and that thrills me! Linda Parker will be a fine representative for our chapter at the Metro Lakes Council meetings quarterly during the year (all Twin Cities Chapter Presidents get together four times a year to share) and at the Division meetings in the Fall and next Spring. I step down knowing that we can see great things next year.....so be expectant!

I want to take a moment to thank everyone for the wonderful gift that was given to me at the last chapter event. I am scheduled to spend an entire afternoon at Spalon on Friday. I look forward to the "time of refreshing and relaxation". It was so very thoughtful of all of you to contribute. I will have to get a picture when I get my facial and make sure I send to you all. My thanks is heartfelt and I believe you all know that.

I will be calling every one of you to personally thank you and talk to you about what is ahead. So be expectant for that call!

Linda Solmes
Outgoing President

Congratulations to the MN River Valley Board of Directors for 2008-2009

<u>President</u> Linda Parker CAP llparker@beckman.com	<u>Vice-President</u> Kendra Sampson Kendra.sampson@officeteam.com	<u>Secretary</u> Jennifer Fuller Jennifer.fuller@carval.com
<u>President-Elect</u> Susan McClodden Susan.Mcclodden@carvel.com	<u>Treasurer</u> Leah Etterman Lead.etterman@bestbuy.com	

June

Chapter Meeting

Thursday, June 5, 2008

5:30 PM - 8:00 PM

Shakopee Room

Agenda for the evening

Installation of 2008-2009 Board

Awards Banquet

Strategic Planning for 2008-2009

REGISTRATION INCLUDES PRESENTATION, MEETING AND DINNER:

**\$22 (\$23 PAYPAL) FOR MN RIVER VALLEY CHAPTER MEMBERS
\$24 (\$25 PAYPAL) FOR NON-MEMBERS. \$28 TO REGISTER AT THE DOOR.**

Mystic Lake Hotel Dinner Menu June 5, 2008

Fresh Baked Rolls and Butter
House Salad
Meat Loaf Roulade with Sun-dried Tomato in a
Portabella Mushroom Sauce
Sauteed Green Beans & Peppers
Garlic Mashed Potatoes
Chef Marshall's choice of Dessert
Freshly Brewed Coffee, Regular and Decaffeinated
and Iced Tea.

MN River Valley Chapter Meeting

Greeter Schedule

<u>Month</u>	<u>Greeter</u>
June 5	Jennifer Fuller

Member's Zone

MN River Valley Programs 2008-2009

- Sept. 4, '08
Nine Big Investor Mistakes When Planning for Retirement
- Oct. 2, '08
Making Forms, Templates and Tables in MS Word
- Nov. 6, '08
IMPACT / Vendor Show
The Benefits of IAAP
- Dec. 4, '08
Christmas Celebration
- Jan. 8, '09
Understanding Your Nemesis
- Feb. 5, '09
Finding Your Passion
- March 5, '09
TBD
- April 2, '09
Top Ten Networking Oopses
- May 7, '09
Annual Chapter Meeting & Election of Officers
- June 4, '09
Installation of Officers, Awards Banquet, Strategic Planning Meeting

The MN River Chapter was formed June 2006 to serve administrative professionals working and/or living in the southwest suburbs of Minneapolis. Our fast-growing chapter's friendly atmosphere offers its members and guests the opportunity to make new friends and network with an active, energetic group. Our Chapter's goal is to provide educational experience through our monthly meetings, seminar offerings, CPS/CAP study groups, and networking.

"Life is what we make it, always has been, always will be."

Grandma Moses



MN River Valley IAAP Committees:

Bylaws & Standing Rules:

- * Chair - Maria Berens CAP

Certification:

- * Chair - Linda Solmes CPS

Community Events:

- * Chairs—Jennifer Fuller & Vinni Thongthi

Historian:

- * Chair - Teresa Hendry

Hospitality & Registration:

- * Chairs - Linda Parker CAP & Val Graves

Membership:

- * Chair - Debbie Norrell

Newsletter:

- * Chair - Kathy Ferrier CPS

Nominating:

- * Chair - Maria Berens CAP

Programs & Education:

- * Chair - Louis Dillon

Public Relations:

- * Chair - Kendra Sampson

Sunshine:

- * Chair - Joanne Barknecht CPS

Ways & Means:

- * Chairs: Annette Wermerskirchen & Lynn Wood

Website:

- * Chairs - Karen Runnels & Niki Jakobitz CPS

~ Upcoming Events ~

International Convention and Educational Forum

Hilton Riverside

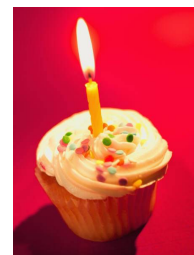
New Orleans, Louisiana

July 27-30, 2008

June Birthdays

June 5th - Niki Jakobitz

June 16th - Jean Barry-Burbank



June Anniversaries

2 Years

Joanne Barfknecht CPS

Evelyn Davidson

Val Graves

Janet Henk

Karen Runnels

Annette Wermerskirchen

Niki Jakobitz CPS

Susan Iden

1 Year

Jennifer Fuller

Crafting a Compelling Cover Letter

According to a recent survey by our company, less than half (44 percent) of job candidates use the cover letter to demonstrate their knowledge of a prospective employer's firm or industry. The cover letter and resume are typically what prompt a hiring manager to extend an interview invitation. If you fail to present a strong case in writing, you may not get an opportunity to shine in a face-to-face meeting.

Before writing your cover letter, learn as much as possible about the firm to which you are applying. By visiting the company's website, you can locate information about the firm's mission, values and recent successes. The more you know about an organization, the better you can tailor the information in your cover letter to the firm's needs.

Here are some additional tips to help you craft a compelling cover letter:

- **Personalize it.** Never begin a cover letter with "Dear Sir or Madam" or "To Whom It May Concern." Correspondence with generic salutations often signal to potential employers that you lack the initiative to locate the appropriate contact.
- **Start strong.** A good cover letter begins with a powerful opening paragraph. Your goal is to briefly describe how you heard about the position and why you're interested in it.
- **Highlight your accomplishments.** Don't worry about summarizing your entire resume in the cover letter. Instead, take one or two paragraphs to illustrate one or more experiences in which you demonstrated the skills necessary for the position.
- **Be bold.** In addition to expressing gratitude for the hiring manager's time and interest, close your letter by outlining your next steps. Be proactive by stating when you will contact him or her to follow up, which will reinforce your enthusiasm for the job.

Provide error-free communication. Be vigilant about spelling, grammar and punctuation. Take advantage of your computer's spell-check function, and ask a trusted friend to proofread your letter as well.

OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 300 locations worldwide, and offers online job search services at www.officeteam.com. For more information, contact Kendra Sampson at 952-831-6020.

###

Spotlight Member ~~~

Hello, my name is Barbi Milligan. I joined IAAP and MN River Valley Chapter last October on my own. I am single and making life on my own as an Administrative Assistant at Westwood Professional Services located in Eden Prairie, also just since the end of last October. There are just two Admins. for approx. 100 employees, so our days and weeks fly by very quickly. Prior to that, I was an Executive Technical Assistant for a Reinsurance company in Edina for 4 years and an Executive Administrative Assistant at ADC Telecommunications for 6 years and was laid off at both jobs due to down-sizing. I have become very skilled at job hunting and could give people some great advice if needed.

I have no children, but I do have a very friendly small dog, a Maltese that I love and spoil to death. I am originally from Beloit, Wisconsin and moved to the Minneapolis area in 1978 to attend the University, I have a degree in Fashion Merchandising and Management. I haven't had any family around in a little over 30 years, but enjoy a great group of friends who are like family to me. Some of the things I do in my spare time, which I don't get much of, is traveling all over the world, wine tastings around town and in distant places, cooking and having parties for my friends and taking leisurely walks with my dog when it's nice outside. I'm really looking forward to some nice weather and summer soon. I also look forward to meeting everyone in our chapter and learning some great things as an IAAP member.



Spring Cleaning

Hello Monday Motivators!

I thought I'd keep this week's motivator on the lighter side.

With the onset of spring, now would be a good time to do a little clean up.

Here are a few ideas.

Spruce up your work area with fresh flowers

Purge files; clean up computer files

Rearrange furniture

Inform your team or new concepts

Negotiate your work load

Gather information on new office products

Cluster similar tasks and office supplies

Lose unproductive habits

Engage in an attitude renewal

Analyze current work flow

Neaten your work area and department

Identify barriers to increased productivity

Never give up on good ideas

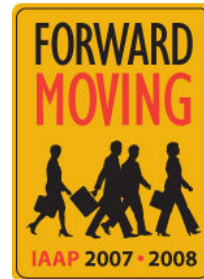
Gradually organize and straighten all cabinets, drawers, and credenzas.

~ ON THE WEB ~

IAAP Headquarters www.iaap-hp.org

MN-ND-SD Division website www.iaap-mnndsd-division.org

MN River Valley website www.iaap-mnrivervalley.org



~MN River Valley Board Members~

Linda Solmes CPS, President

Tel: 952-406-3122

Cell: 612-716-6798

Fax: 952-406-3222

E-mail: linda.solmes@mgipharma.com

Linda Parker CAP, President-Elect

Tel: 952-368-7854

Fax: 952-368-1265

E-mail: lparker@beckman.com

Debbie Norrell, Vice President

Tel: 952-403-7858

E-mail: debbienorrell@earthlink.net

Kathy Ferrier CPS, Secretary

Tel: 952-445-4526

E-mail: ferrierkl@mchsi.com

Nancy Yeske, Treasurer

Tel: 952-402-2992

E-mail: nancy.yeske@seagate.com



Susan McClodden and Linda Solmes attended the 2008 MN-ND-SD Division Annual Meeting



June 2008						
1	2	3	4	5 MNRV Chapter meeting	6	7
8	9	10	11	12	13	14
15 Father's Day	16	17	18	19	20	21 First Day of Summer
22	23	24	25	26	27	28
29	30	SEE	YOU	IN	SEPT.	!!!!

Have a great summer!

