



THE PEACH STATE ISSUE



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2011-2012
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S.S. Georgia Division - Ship's Log

Ahoy Mates,

Are you working on your professional relationships? The theme for Georgia Division this year is **IAAP – Ship of Success!** In the last issue, we discussed **RelationSHIP**. Every part of our lives, whether it be personal or professional, involves a relationship of some kind. Our second ship to success is **MemberSHIP**.



Barbara Wiley, CAP-OM

Our chapters, divisions, and districts, need to build and maintain our membership numbers in order to grow the Association. How can we, as individuals, increase our membership?

First, show our enthusiasm for all things IAAP. Attend our chapter meetings regularly. Be friendly to both members and newcomers —make them want to be a part of your chapter.

Invite others to join your chapter. Publish the chapter meeting times and events to admins in your office. After you build your relationships, personally invite your friends and contacts to attend a chapter meeting to see what IAAP is all about.

Serve on a committee and demonstrate to other members how much fulfillment you are receiving by being active.

Encourage new as well as seasoned members to get involved and stay active. Let them know IAAP has something for everyone. Members can start within their comfort level and build upon their experiences.

Show by example the benefits of personal growth by taking advantage of all IAAP has to offer— education, personal growth, professional growth, and networking with other professionals.

When we show our enthusiasm, serve on committees, invite newcomers, encourage other members, and show by example, others will want to obtain and maintain IAAP membership.

Until we board our next ship, Mates, remember to **“Welcome each day with a positive attitude; striving for peace and tranquility!”**

Our Mission	Our Core Values:
<p><i>Enhancing the success of career-minded administrative professionals in Georgia by providing opportunities for growth through education, community building and leadership development.</i></p>	<ul style="list-style-type: none"> ● Integrity ● Respect ● Adaptability ● Communication ● Commitment



Jenny Stewart , CAP-OM
President-Elect

Quartermasters

Let's Get It Started...Right!

Although we have just reached the middle of the IAAP year, in other areas of our lives, it is the beginning of another year. It's the time of year that we've all made resolutions (and some of those diet resolutions may already be a thing of the past...) and we start to set our goals for the year, both personally and professionally.

As you work to set your goals this year, consider how your personal and professional goals can be intertwined. How can your professional goals benefit your personal life and how can your personal goals benefit your profes-

sional life? So now you are thinking to yourself, "What is she talking about? I'm not bringing my work home!" Becoming a workaholic is not what I'm suggesting – just that you set some goals that will benefit you all around.

For example, you are working with a finance or accounting group in your company. One of your professional goals is to increase your technical proficiency with Microsoft Excel. This is definitely a measureable goal that you can show at the end of next year when you sit down with your manager for your annual performance conversation. So how can this tie in to your personal goals?

Maybe one of your personal goals (or resolutions) is to get your personal finances organized by making your own budget and tracking your expenses. When your Excel proficiency increases at work, you now have the better tools to accomplish your personal goal. As my dad says, "Two birds, one stone!"

So as you start 2012, work smarter, not harder and let's get it started...right!



Valerie Carter, CAP-OM
Vice President

Master Gunners

Greetings IAAP Members,

That time of year has come upon us again and gone, where we have had the opportunity to spend special and quality time with our friends and family, and reflect on the many things – big and small -- that we have to be thankful for. We are all aware of the challenges our global society has endured,

from natural disasters to economic calamity and dislocation. On a personal level, I am sure we have all faced challenges and stress, but much more importantly, we have also enjoyed and have been uplifted by the many joys our personal and professional lives have to offer. I sincerely hope you have spent time with loved ones, shared cheer and well wishes with friends, prepared for and enjoyed

the holidays, good food, and doing things you have delayed doing. Life is too full and too short not to enjoy LIFE to its fullest.

May you enjoy the many blessings that surround you. Continue to Live, Love and Laugh Abundantly,

Master Helmsmen Fleet

The Power of Teamwork

Last month I was reminded that trust is an essential ingredient of great teams. I enjoy working on a team and being a team player, but not so much being a team leader. For several years I have been "volunteered," so to speak, to head up the fall festival for Cornerstone Church in Athens. The problem with my leadership style is that I think I have to do everything, and control everything.

With my busy schedule this year, I was determined to delegate. I went in to the first planning meeting and immediately started delegating to my team (the Church Pastors). Good so far, right? But even though I delegated the work to them, I still felt responsible to ensure the work was done. I was worrying myself sick because I didn't feel in control. The Pastors are not that easy to get on the phone, especially the Senior Pastor. His job was to get in touch with his friend, the "cotton

candy man." I needed verbal confirmation that certain things were completed.

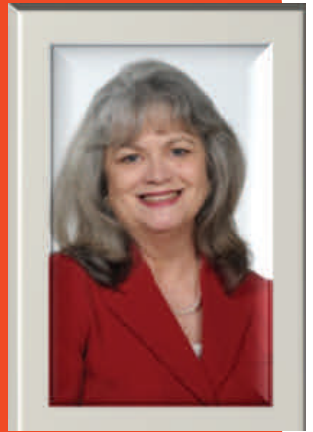
We meet each week four weeks out. At the very last minute I found that I had to go out of town Friday and Saturday before the event Sunday afternoon. My anxiety level quickly escalated. I would not be able to do the shopping for the concession stand. At our last weekly meeting I dropped the bombshell. But of course I had a plan. I delegated a few more things and off I went. But my feeling of being out of control was getting worse. I couldn't sleep for worrying. And I am not a worrier by nature.

Then I got a call at work. Gloria said, "what can I do to help." Whew, another woman, a contemporary, someone I can trust. Do I trust my pastors? Of course, but not so much in this particular area of coordination and hands-on work. Gloria's offer put me at ease. "Yes, please come and work beside me at the concession stand."

Knowing that I had a pair of hands to work beside me gave me great comfort. I knew I would be called away to answer questions and help with something and I needed to know I was leaving my post in good hands.

You'll be happy to know that the event went very smoothly. The Pastors were faithful to do what I asked of them and the day slipped into history as another great event, the best yet. Guess who got all the credit? Folks, we can't do everything, and we shouldn't. This event was the best ever because the TEAM did the work. I needlessly made myself sick trying to maintain control, instead of trusting my team. What a lesson in humility and relationship. I now have a new level of trust and confidence in my team of Pastors. I trust them to lead me, and they trust me to lead them.

Together Everyone Accomplishes More (TEAM).



LaVonne Goldschmidt,
CAP-OM
Secretary

Sailing Masters

Life has been so busy - the hustle and bustle of the holidays, family gatherings, fulltime job and of course IAAP. There just doesn't seem to be enough hours in the day.

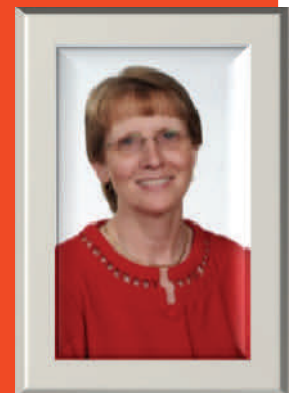
Sometimes it is difficult to keep up with all that needs to be done. I don't know about you but I am a list person. I have a list to make lists. My family thinks it's funny, but when they need me to do something for them, they always tell me to add it to my list. I work with fifty men and they know that if they ask

me to check on something, they wait for me to add it to my list. I often wonder if I am getting that forgetful or is there so much to keep track of, that I just can't remember everything. I love to mark items off my list because when the list gets too long it can become very stressful. As we all know, stress can be harmful to our health but a little stress can also become a motivator.

When stress becomes too much and you feel like you are at your wits end, stop and take some deep

breaths, get up and go for a short walk (exercise is a wonderful stress reliever), talk to a friend, someone who can help put things in perspective. Things are usually not as bad as they seem. Do something for yourself - take a long hot bath, get some rest or even take a short vacation. Most of all, keep your priorities in order - what is really important - what must be done and what can wait.

Don't stress out - CHILL OUT!! I hope each of you have a wonderful 2012.



Bonnie Judy, CAP-OM
Treasurer

Congratulations to Cora Wright. Her article "Why I Love My Job" was published in the Nov/Dec 2011 issue of *officePRO*. Cora has been a member of the Athens Chapter for ten years and currently serves as the Secretary and Bylaws Chair.

*office*PRO

Ahoy Division Members, Members-At-Large & Student Members!

The Georgia Division Ways & Means Committee is happy to announce the third quarter fundraiser - Georgia Division IAAP Polo Shirts. The fundraiser will run January 20 - March 20, 2012. The polo shirts are lightweight, wrinkle and shrink resistant, flat knit collar and cuffs with metal buttons dyed-to-match plastic rim, double-needle armhole seams and hem, and side vents. The shirts go up to 6XL and are available in 31 different colors.

Our goal is to encourage each participating chapter to select a different color polo shirt. Each color can only be represented once. The polo shirt will be worn at CDW/SC, Annual Meeting, EFAM, and other IAAP events. Participating chapters will also be asked to take part in photo sessions, receive division recognition, and be awarded prizes for most member participation. The price of the polo shirt is comparable and should allow both the division and the chapter to realize a profit. On January 20th, an e-mail will go out with additional details including prices and available colors. The chapter responding first with their selection will be the wearer of that particular color. So begin discussing with your chapter and select three colors that suit your chapter best. This will help if your first choice is taken.

Just like all the other fundraisers, Georgia Division will split proceeds with each participating chapter. Thank you in advance for your support as we continue sailing on the IAAP: Ship of Success!
Yours in Service,

Valisha L. Baldwin, CAP
Georgia Division Chair, 2011-2012
Ways & Means Committee





Doris Cooke, CAP-OM

Hello, Southeast District Members!

I hope you all had a wonderful and Happy Thanksgiving. If you ate too much, don't let it bother you. You can make a new year's resolution to work it off after the first of the year.

Can you believe it? By the end of this month, we will have survived the Christmas rush and be starting a new calendar year. We will also be half way through the IAAP fiscal year. My dad always told me, the older you get the faster time flies. I must be getting pretty old. I leave work on Friday evening, turn around twice, and it's Monday morning and I'm back at work! I just can't figure out where those two days went.

I wanted to give you all some updated information regarding the eblasts you've been receiving. Those are coming directly from headquarters, and not from the vendors, so you don't need to be concerned that we are selling everyone's email addresses. The vendors never see the addresses, unless you personally want them to; and you'd have to contact them to do it. The eblasts are a good source of revenue for IAAP and help defray the costs of our programs, etc. There is a link for you to opt out of the eblasts if you don't want to receive them. No one is keeping a list of who opts out and who doesn't, so you can feel totally comfortable with whatever choice you make. I do hope you will continue to receive them and click on some of the links, if they are offering something you might want to try out or use.

Registration is now open for the 2012 Spring Conference in Las Vegas, NV, March 4 – 7, 2012. IAAP's host hotel is Harrah's Las Vegas, right in the middle of the Las Vegas Strip, with a low room rate of \$129 per night. Come in early or stay a few extra days to see the sites and experience Las Vegas and all it has to offer. If you haven't seen Hoover Dam, it's a site you won't want to miss; not to mention Ethel M's candy factory. They give free samples!

Have you given any consideration to running for international office or maybe serving on an international committee? The Call for Nominations for International Office or Retirement Trust Foundation has been sent out. Nomination forms should be completed and sent via email to the Chairman of the Committee on Nominations (Mary Ramsay-Drow), the Executive Director and your chapter or division president. The application must be received by email no later than 5:00 PM CST January 15, 2012.

Volunteers are needed to serve on International Committees. Applications to serve for one-year appointments to the 2012-2013 International Bylaws and Standing Rules Committee, Committee on Nominations or Retirement Trust Foundation Committee are now available. These positions become effective at the close of the International Education Forum and Annual Meeting in Grapevine, TX July 2012.

The procedures and forms for submission of proposed amendments to the IAAP Bylaws and Standing Rules and the RTF Bylaws are now available online. (Email Deadline: February 1, 2012).

Last but not least, I wish you all a very Merry Christmas, or a happy whatever event you celebrate this time of year, and a very Prosperous, Safe and Happy New Year!

All the Best,

Doris

Doris Goode, CAP-OM
International Director
Southeast District



Chapter Chat Room

Thanksgiving basket donated for community service

The Heart of Peachtree chapter collected food items in November to donate to a family in need. The Reid family was chosen by the chapter to receive a basket. Diana Reid sent pictures and this thank-you note from the family:

“Thank you so much for the Thanksgiving basket. It was much needed and appreciated. It was a blessed act of kindness and you made the difference in four peoples’ lives. I am a grandmother raising three of my grandchildren, ages 15, 16 and 17. Being without a job for two years and my unemployment being cut off in January, things are really tough. You will never know how much we appreciated your love. This was my first time cooking a turkey breast. It was so good and tender. I am now sold on turkey breasts. Thank you so much and may God bless you in all your future endeavors.”



On November 1, 2011, Valisha Baldwin, CAP, marked 25 year of service at Georgia-Pacific LLC. While she was aware of her work anniversary, she did not know that a surprise reception had been planned in her honor. Diana Knigge, the Vice President to whom Valisha reports, planned the event in the 51st floor dining room, in conjunction with the Strategy & Business Development, Sustainability and Global Corporate Real Estate groups.

Heart of Peachtree Chapter hosts half-day seminar

On Saturday, November 19, the Heart of Peachtree chapter hosted a half-day seminar on the campus of Point University in East Point, Georgia. The speaker was Donna Satchell, who presented a three-part program entitled, “Let’s Get Serious About Success.” In the presentation, Donna covered these topics:



“Communication”; “Time Management”;
“Goal Achievement”

The seminar was appreciated by all those in attendance. Three and one-half recertification points were awarded for the semi-

Seminar attendees (Front row, seated from left): Rose Grant, CAP-OM, HOP chapter; Cametta Hytche, DeKalb chapter; Kathy Barker, CAP-OM, Gwinnett chapter; Valisha Baldwin, CAP, HOP chapter.

Heart of Peachtree Chapter - January Meeting Presentation With Faye Sawyer

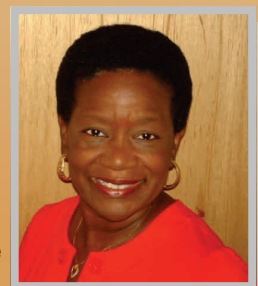
Title: “Customer Service: Forbidden Phrases (What NOT To Say to Your Customers) and Cardinal Rules”

Objective: Attendees will learn how to handle customer service situations without using a “forbidden phrase”.

Attendees will be able to avoid the “Five Forbidden Phrases” both professionally and personally and replace those expressions with more appropriate phrases. Also, additional “Cardinal Rules” of customer service will be given.

Outline:

- Information about The Telephone Doctor®
- Course Objectives
- Five Forbidden Phrases® of Customer Service



Faye is available to present this program to IAAP chapters. If you are interested, she can be contacted at: fls_new08@yahoo.com

APPALACHIAN CHAPTER

COMMUNITY SERVICE PROJECT

Over the past year the Appalachian Chapter has collected gently used clothing as a community service project. On August 31, 2011 members gathered to sort through the clothes and arrange appropriate business attire. 64 outfits were made and donated to the Cherokee WIA Program through the Career Resource Center at the Cherokee Branch of Chattahoochee Technical College. President Sheri Crowe, CAP-OM and member Cindy Poole, CAP-OM met with Ms. Ellen Mayer, manager, WIA Career Coordinator on September 19 to hand over the clothing. The Career Resource Center is a part of the Atlanta Regional Workforce that assists people seeking employment, training and education services.

Thanks to the Appalachian Chapter members, their family, friends and co-workers for the clothes. The chapter also received donations through a recycling program by Rick's Recycling and Our Lady of the Mountains Catholic Church both located in Jasper. The plastic bags that were used to cover each outfit were donated by Village Cleaners in Jasper. A big thank you to all for their assistance in the community project.

MEMBERS SPEAK TO CLASS

On Wednesday, September 21, 2011 members Rena Morris, CAP-OM and Sheri Crowe, CAP-OM spoke to an office procedures class at the Appalachian Campus (Jasper) of Chattahoochee Technical College. Ms. Arlene Murphy, instructor of the class, made contact with Sheri and Rena to come talk to the class. They had been guest speakers to a class previously on May 25. When setting the date for September 31, Ms. Murphy stated that "We will have just finished the chapters *Becoming a Professional* which includes information on different organizations and managing and organizing yourself which you also talk about." Ms. Murphy stated that in the text books IAAP is mentioned. Sheri spoke about IAAP from the beginning of how it was organized to the benefits of being a member of a local chapter. Rena gave her "You are the Face!" presentation. Both Rena and Sheri, by speaking to the class, have earned one of the requirements for the 2011-2012 Member of Excellence- criteria #8- conduct a public presentation.



Ms. Myer accepts donated clothing from Sheri Crowe, CAP-OM

EXECUTIVE OF THE YEAR NAMED

During the executive appreciation luncheon held on October 20 in honor of National Boss Day, the Appalachian Chapter announced that Jennifer Nelson, Vice President of External Affairs at Chattahoochee Technical College, is the 2011 Executive of the Year.

Ms. Nelson was nominated by her co-workers. One of the comments on the nomination application stated that "This person not only personifies everything that a leader should be - considerate, strategic, empathetic, and trustworthy - but she reaches out with her skills and abilities to make this community a better place through community relations and volunteerism." Judges were used that are members of Georgia Division IAAP and from different parts of the state to keep the judging unbiased. The applications were judged based on character, years of experience, position and any outstanding trait described by the nominator. The applications did not have the name of the executives or the name of the company where they work.

The theme used for this year's luncheon was *Remarkable Leadership*. Guest speaker was Dave Garner from ETC 3 Television. His presented an informative and audience participation program titled *Communicate Effectively! Have Your Voice Heard*. 1 CPS/CAP recertification point was awarded for the program.

Port City Chapter

The Port City Chapter is *Sailing to Succeed* to become a *SHIP of Success*. Our 2011–2012 voyage is well under way. We have our compass set on achieving the SHIP Award. This destination is motivating our chapter to keep striving until we reach our goal.

The Port City Newsletter "*The Port A Call*" has been completed and issued to all members on a monthly basis for August, September, October, and November.

Port City monthly meetings have featured exciting speakers with educational topics that earned one recertification point each including: July "Advanced Excel" by Kathryn Lewis, September "Communicate to Accelerate" by Bonnie Judy, CAP-OM, Georgia Division Treasurer, and November "Calming the Chaos" by Melode Thornton.

Port City members celebrated our chapter's 47th Anniversary at our August 16, 2011 meeting.

October was an exciting month for Port City members with two major events. Port City Chapter hosted a one-day educational seminar on Saturday, October 1, 2011. Samuel Shelton was our guest speaker with two seminar topics *Change Management "Surviving the Times"* and *Different Personalities "Unleashing the Animal in You."* Those attending the seminar earned four recertification points. Registration numbers exceeded our expectations, with twenty-seven attending the seminar.

Port City Chapter held our 46th Annual Executive of the Year Luncheon on October 19, 2011 at Green Island Country Club. Ryland Harrelson, Executive Vice President and Chief Human Resource Officer of TSYS, was named the 2011–2012 Executive of the Year. Ryland was selected for this award based on his work experience, civic activities, and his administrative assistant's recommendation. Port City member, Jamie Bratton, CAP-OM is Mr. Harrelson's Senior Executive Assistant.



Jamie Bratton, CAP-OM and Ryland Harrelson

Port City Chapter members participated in our largest community service project on December 13, 2011. Port City members work with the Valley Rescue Mission and the Mission's Ladies Auxiliary to provide the men that live at the mission with a Christmas program, dinner, and gifts. There are around 80 men living at the mission. Port City members donated money and needed personal items. Members brought homemade desserts and served dinner at the party.

Brooke Pike, CAP
President, 2011–2012

IT'S NOT ABOUT YOU

Volunteering to walk the Heart Walk was a new beginning for me. Due to a foot injury, this was the first time in approximately 16 months that I had attempted to walk such a long distance, so I didn't think that I could make it. I wanted to reach out and touch others across the nation. The mission of the Heart Walk was to build healthier lives, free of cardiovascular diseases and strokes. The Heart Walk was Saturday, October 29, 2011. My boss, Dallas Terry, Director, Public Safety, Grady Health System, was the team captain. Members of the Atlanta Healthcare Chapter also volunteered during the Heart Walk: Eloise Williams, Anna Vann and Matilda Jalloh. Accordingly, I am a member of the Atlanta Healthcare Chapter and I am always talking to members about having a balanced life. I took this opportunity to visualize myself on a balanced scale and supported both volunteering organizations. As the walk began, the host of the Heart Walk requested that everyone wearing a "red cap" proceed to the front of the line. These individuals were all heart disease victims. My heart was full of joy and praise. The Lord placed it on my heart to remember, "It's not about you!"



Eloise Williams, Angela Rogers, Matilda Jalloh, Anna Vann

Every step that I made, I praised God for everyone that participated in the walk that were victims of heart disease. It was not about me! The walk started at the old stadium on Ralph David Abernathy, Atlanta, GA. When I started walking, there were thousands of people in front of me. I couldn't wait to get to the top of the hill at the State Capitol to turn around and look backwards. I walked for the ones that didn't have legs, I was their legs. I walked with joy in my heart for the ones that could not be at this event because of prior engagements. I shouted for the ones that the Lord had called home to Glory! I walked with gladness, joy, power and love for my neighbors throughout the land. When I reached the top of the hill, at the capitol, I turned around and looked back; I was teary eyed to see so many people walking for this cause. Thank you God! For everyone that has the opportunity to read this article, remember IT'S NOT ABOUT YOU! There are so many others that burdens are heavier than ours.

Submitted by Angela Rogers ❤️

Love and Memories

One of my most prized possessions from my childhood is an old blue bicycle. I got it the Christmas I turned 10 years old (you do the math) and I wouldn't take a million dollars for it. You see, that was the last Christmas my Dad was alive and Santa brought me and my little sister bicycles for Christmas. Let's just say the bike has some years on it...the handlebars and front fender are a little banged up from a wreck down a great big hill, the tires are flat right now, the whole thing is rusty and the seat isn't as big as it used to be, but it's still in the shed behind the house. It has been packed up and moved several times in my lifetime and we're moving again next week, and yes, the bike will go too. It doesn't matter that it hasn't been ridden in a few years; it goes where I go...it's a piece of my childhood I refuse to give up. Some things you don't throw away - no matter how old they are or what kind of shape they're in, you still can't part with them. Got a teddy bear with one button eye or how about a handmade quilt your grandmother made? My husband understands (the teddy bear is his); even if my kids don't yet. Yes, these things are just things, but they mean something...to me, they mean love and memories. I hope your Christmas and New Year is filled with love and memories. God Bless and Merry Christmas!

Rhonda Bray CAP-OM
Athens Chapter President

ALBANY AREA MEMBER WINS “TWILIGHT” TEAM EDWARD BASKET



Cherokee Rose Chapter member Dana Morgan called Cindy Welch, Albany Area Chapter on November 17th the day before Breaking Dawn (part of the Twilight movie series) premiered at midnight to tell her she was the winner of the Team Edward Basket. Cindy bought her ticket at this year's Georgia Division Annual Meeting that was held in Albany, Georgia. Cindy was excited to win and was going to surprise her children who had tickets for the opening show. They have gone to each movie opening in the series. Cindy said that it really made her day and the kids would love it!



ALBANY AREA CHAPTER HOSTS ANNUAL HOLIDAY SOCIAL EVENT

Albany Area and Tiftarea Chapters have been celebrating a holiday social together for years. Each year they alternate going to Albany or Tifton. On Friday, December 2 of this year they enjoyed festivities in Albany, Georgia that included delicious food, gifts, and wonderful fellowship. Tiftarea sponsored Albany Area Chapter back in 1997 and this year they worked together on the 2011 Georgia Division Annual Meeting. These chapters are both located in the southern part of our state.

Wow, we are mid-way through the 2011-2012 year. The Albany Area Chapter has continued to sail in the right direction. Every month the compass continues to direct us toward achieving the SHIP award and we are headed toward that goal. Our Chapter's second newsletter has been completed. Congratulations to Christine Washington as she celebrated her retirement in November. Thank you again, Cindy, for all your hard work to get our next issue of the Chapter newsletter published. Albany Area Chapter celebrated another great Annual Christmas Social event in conjunction with Tiftarea Chapter on 2 December 2011. The event was a great time for relaxation, building relationships and great food. The Chapter continues to support its annual community event by purchasing shoes for needy children as part of the "Shoes the Fit" initiative. Thanks to our members for their undying support to help someone in need. Stay tuned for more good news from the Albany Area Chapter.

Submitted by *Hattie Ford*, President



Revamping Your Resume

By: Christy Bynum

OK everyone take a long deep breath... you did it!!! You made it to 2012. And now that you have made it to another new year, I personally challenge each and every one of you to take on a new New Years resolution. It is time for you to prepare yourself for when that unbelievable job opportunity falls into your line of sight. So let's talk resumes!

1. Do a little market research.
When you distribute your resume, what are you doing? You are advertising yourself. The first step in revamping your resume is to determine who your target audience is going to be. Make sure each resume you distribute is customized to the position and industry you are applying to. This may require you to tweak each resume you submit just a little. I like to have several versions of the same resume on hand.
2. Chronological vs. Functional...
There are two basic types of resumes. Chronological lists your qualifications and achievements in reverse chronological order of your work history. A functional resume focuses on your qualifications and achievements you choose to highlight. By focusing on your most marketable skills, you are giving potential employers a quick glimpse of your employability. Additionally, by using a functional resume, it allows for quick changes to the resume depending on who will be reading it, opposed to the chronological resume where you might have to change multiple paragraphs.
3. The all important Objective Statement.
The first part of your resume should be your Objective Statement. This may be the most important part of a resume. It may also be the most challenging part of a resume to write. Potential employers will either continue to read your skillset or put your resume in the no stack. Be direct and use as few words as possible, this is not the place for adjectives.
Example: To obtain a position with a company that will allow me to utilize my work experience and education, while providing administrative support to one or more executives.
4. Pack a punch with fewer words.
Your resume is no time to be shy about your accomplishments. In fact, it may be the one time when self-glorification is not looked down upon. By including some hard facts, you will paint a picture of an actual person, ready to take on whatever the company may require of you, opposed to just another applicant. Make a list of what you consider to be your top five achievements at each job you have held in the past. Include numbers and dollar amounts in these achievements. Maybe you saved a company several thousand dollars a year by researching vendor contracts. Or perhaps you increased efficiency by streamlining paperwork. Take care to use very precise and effective adjectives and action words in this section. Remember, the point of a resume is to advertise yourself as quickly as possible. By including numbers and carefully selected adjectives and action words, you will grab a potential employer's attention. *Example: Development of internal tracking reports, streamlining shipping services resulting in a savings of approximately \$15,000 in overtime wages in 2011.*
5. Put a *little* pizzazz in your resume.
This is the fun part! Do not be afraid to show off your word processing skills. Just a small formatting change may be what catches a potential employer's eye so that your resume makes it to the review stack instead of the no stack. Some things I have done in the past include page borders, red bullets and columns. Take care to do this tastefully, you do not want to overdo your formatting.
6. Be prepared.
Networking never stops. Dinner parties, children's functions, in line at the DMV... you just never know when a job opportunity will pop up. Never fear, I am not proposing you carry a briefcase with a resume file every time you venture out into the world. This is the age of the internet, smart phones, and of course email. Have a digital PDF available to email at a moment's notice. If you do not have a smart phone with the capability of email, I suggest you set up a free email account and email a copy to yourself. You will be able to access this from any public computer. Another idea is to keep a copy on a flash drive that can attach to your keychain or keep in a purse.

I hope these suggestions inspire readers to sit down and take a look at their resumes. As I have written this article today, I have opened my own resume and I think I have some work to do as well! Happy New Year everyone. May 2012 be full of health, happiness and paychecks!

Editor's Corner



Editor's Comments

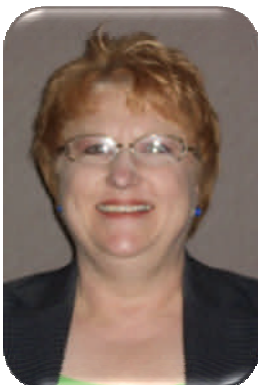
All Hands on Deck! As President Wiley stated, we are entering the second phase of our Ship of Success—MemberSHIP. This is the time of year traditionally set aside for us to reflect on the past and set goals for the coming months. I encourage each Georgia Division member to set one goal for increasing and/or maintaining their chapter's membership.

- Recruit a new member
- Mentor a member
- Get to know all your fellow chapter members better
- Engage in all chapter activities possible

Have a successful voyage this New Year.

The Peach State Issue Mission

To design our newsletters in a manner that allows our readers to learn more about our division as well as our local chapters. Keep our members and visitors updated on what each chapter and division is doing (or has done). Ensure that our members are knowledgeable about the many exciting things we are doing.



"The Peach State Issue" is a quarterly publication of the Georgia Division of IAAP. All submissions for publication must be received by 9/15/11, 12/15/11, 3/15/12, and 5/15/12. Submissions may be sent to erpjsp913@yahoo.com (with subject: GA Division Newsletter).

Information and/or opinions provided or expressed in this newsletter are general in nature and should not be used as your only source of information.

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