



# WEST TENNESSEE CHAPTER



VOLUME 1 ISSUE 2

SEPTEMBER 2006

## HIGHLIGHTS

- New Venue for Sept Meeting
- \*\*\* SURVEY IN YOUR EMAIL \*\*
- New Website for ASSE West TN
- ASSE PDC ORLANDO 2007
- AIHA call for Subjects
- Technical Calls
- When you need a resume

## DATES TO NOTE

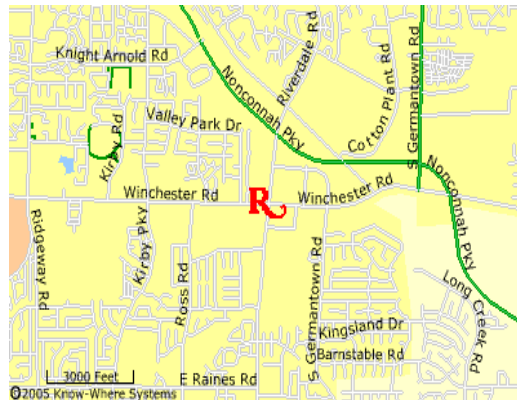
September 15th  
Chapter Meeting  
Ryan's Steakhouse

The ASSE/AIHA consortium usually meets the 3rd Friday of each month

Jun 2nd—7th  
AIHce PDC 2007  
AIHA

Jun 24th—27th  
ASSE PDC 2007

## NEW VENUE FOR SEPT MEETING



You told us its time for a change and we listened. The September meeting of the ASSE/AIHA meeting is to be held at Ryan's Steakhouse Riverdale Road Memphis TN 38115. The restaurant is located near to the Nonconnah Pkwy then south on Riverdale Road. The Restaurant serves a great Buffet with staples such as Southern fare (Various Chickens, Mash potatoes and all the fixin's), Grilled items and a seafood specials bar too. For the lighter fare amongst us Ryan's fea-

tures a salad bar and I would not even begin to do justice to their desert bar too..

**The Cost for lunch is \$15 paid by cash or Check (Receipts available).** Please look for the registration and sign in when you arrive at the restaurant.

The Meeting will start at 11:30am sharp and our featured speaker is Memphis Fire Dept Asst Chief Kenneth Reeves who will regal us with tales from the recent fire on Brooks Road.

Come armed with lots of questions as this fire touched many of our field of work. Chemicals, Safety, Emergency management and Fire all factored into this emergency.

**MEETING REMINDER  
FRIDAY 15th SEPTEMBER  
RYANS STEAKHOUSE 11:30am**

## ASSE NEWS

WEST TN CHAPTER ASSE is excited to announce that we are joining the World Wide Web with the unveiling of our new website

[www.westtn.asse.org](http://www.westtn.asse.org)

We will feature news, information, jobs and a wealth of

knowledge to help support the work that safety professionals do. If you have articles, links or any information to share

please contact Mark Mandel  
[Mark.e.mandel@cummins.com](mailto:Mark.e.mandel@cummins.com)

**Come check us out on the World Wide Web**



<http://westtn.asse.org/>

## Is It Time To Update Your Resume?

- Debra Walker

The motto “Be prepared,” isn’t just great advice for Boy Scouts; it’s also great career advice. You never know when the perfect career opportunity will present itself. If a recruiter called you today with your dream job, would you be prepared to send out an up-to-date resume right away.

There are four critical times to update your resume:

- At least once a year
- Any time your career focus changes
- When you anticipate layoffs with your company
- When you begin to feel dissatisfied with your current position

### Update your resume every year.

This is where many people fall short. When that recruiter calls with the perfect job, you may suddenly find your resume is years out of date, and you’ll have to scramble to catch up.

Keep your resume current by including your best accomplishments each year. Don’t count on your memory to recall everything you achieved in years past! You are likely to overlook critical achievements and contributions. If you need assistance, a resume coach may be able to help you through the process with some targeted questions on your most recent jobs.

### Update your resume when your career focus changes.

If you want to change your career path, then you also need to change your resume. There are several ways to shift the focus away from your current job and toward your new career.

By focusing on the skills that will be useful in your new career, you can position yourself as a stronger candidate for the job. Highlight those transferable skills in your new resume, bringing them front and center.

In addition to highlighting your transferable skills, shift your list of accomplishments to support those skills. Accomplishment statements give credibility to transferable skills and prove your ability to cross industry or occupational lines. Well-crafted accomplishments make a big difference in whether you win the interview or are passed over.

Finally, be sure you understand your audience. As you shift career focus, it is critical to understand the hiring motives of your target market. Use your resume as an effective selling tool by correctly anticipating the recruiter’s “wish list” for great job candidates.

### Update your resume when you anticipate layoffs within your company.

A harsh reality of today’s economy is the need for corporate downsizing. Layoffs and losses are becoming more and more common. But you can prepare for any worst-case scenario by keeping your resume up-to-date.

Don’t make the mistake of being overly optimistic. It’s safer to assume that you are on the “out” list. Most people who get caught unexpectedly in a layoff thought they were indispensable to their employers. You might be important or well-liked, but remember that the bottom line always has a louder voice than you do. Get your resume ready as soon as you see any indications that downsizing is on the way.

Don’t mistake company loyalty for a fear of change. Often employees would rather take their chances with a potential layoff than make proactive steps toward finding a new job. Once they’re laid off, it’s already too late. Remember, as a candidate, you are always more marketable while still employed. Avoid this trap and start your job search early with self-marketing tools (resume and cover letter) that are up-to-date and top quality.

### Update your resume when you are dissatisfied with your current position.

Job dissatisfaction leads to feelings of frustration, worthlessness, and often hopelessness. But there is no reason to stay in a job you hate. Being prepared with an updated resume can help you feel better in your current job. When you have a really terrible day at work, you can respond to job opportunities that same evening with confidence in your up-to-the-minute resume. Taking proactive steps toward a new career will give you back your optimism and self worth.

If it’s time for you to update your resume, first decide whether your resume requires a simple update or a complete rewrite. If you have been using the same resume format throughout your career, it’s possible that you have outgrown the old look. What your resume promoted ten years ago may not be appropriate or significant for your career choices today. And if you’ve simply been “tacking on” to your old resume, it may start to resemble a house with too many additions, with little sense or direction.

A professional resume critique can help you decide exactly what you need to move forward. A well-written resume can make an incredible difference in:

- The length of time it takes to make your career move.
- The quality of your next position.
- The income potential of your next position.

## PRESIDENTS CORNER

### CHECK YOUR INBOX !!

You should have received an email survey asking you for your views and thoughts as we strive to make the West TN Chapter serve your needs.

If you did not receive the survey please contact Michelle Garner Janna

### GOALS FOR THE 2006/7

We are striving to make the chapter serve the needs of its membership. Some of the identified goals include

- **Recruitment**—Need volunteers to help develop a campaign for recruiting. Interested Please contact Rachel Hartsell 901 320-3223
- **Fundraising**—How can we fulfill the needs of the chapter and future needs of safety professionals in our area. Contact Anthony Kimball 901 320-3274

## MESSAGE CORNER

As jobs are circulated around Check our Website to see what is on offer. If you know of any positions available please contact Patrick McCloskey at 901 775-9680

([pmccloskey@cpconcrete.com](mailto:pmccloskey@cpconcrete.com))

### DO YOU HAVE EMAIL ?

Please let us know your current Email address and look out for information passed along from ASSE and AIHA as well as the local chapter. .

([mark.e.mandel@Cummins.com](mailto:mark.e.mandel@Cummins.com))

### NEWSLETTER

Is there something you'd like to see in the next ASSE newsletter? Contact Mark Mandel  
We welcome your suggestions and input....

**NEXT MEETING IS SCHEDULED FOR FRIDAY OCTOBER 20th. DETAILS TO FOLLOW**

**SPEAKERS NEEDED FOR FUTURE MEETINGS—CONTACT [Debbie.abrego@Cummins.com](mailto:Debbie.abrego@Cummins.com)**

# AIHA NEWS

### PCIH Sept 16th-19th

Join us in San Jose, the “City of Solutions” renowned for its spirit of innovation and entrepreneurial success. PCIH 2006 will bring together more than 350 of your colleagues – the top echelon of your profession – all of whom are looking for ways to deal with new issues and refresh their current skills.

### AIHce PDC Philadelphia PA

AIHA is pleased to announce that they are looking for qualified speakers to speak at the Professional Development Conference in June . Please go to the website at [www.aiha.org](http://www.aiha.org) to download the presentation instructions and application.

“ with the same spirit of leadership as Benjamin Franklin we are looking for speakers to distinguish themselves among their colleagues to inspire them to respond in their chosen field” .

