

Choice Biz Chronicle

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I Know Now...

Have you updated your personal resume? I am talking about what's on the inside. We need to constantly update ourselves mentally, physically, spiritually, and of course in our relationships. Please take the time to look at every area of your life on a consistent basis. If you

do this evaluation on a regular basis, you might discover some interesting things about yourself...

~ Deb



Update Your Resume

Most jobseekers are unaware of the mistakes they make in their careers until it is too late. They find out when they visit a professional resume writer, or sit down to write their own resume that they failed to save documentation crucial to their job search. "Tracking career accomplishments is no different than saving receipts for your tax preparer," said Susan Geary, a Certified Expert Resume Writer from Prescott, AZ. "Unfortunately, a lot of my first time clients can't

remember how much money they saved or made for their former employers."

That's why it's imperative to write down and file away career accomplishments. Geary recommends saving copies of annual performance reviews, training certificates, complimentary emails from supervisors or customers, and retaining sales figures, cost containment or whatever employees did on the job that affect the bottom line.

This month is a reminder to all career-minded professionals to revise their resume. "It's important to always have a current copy of a resume on hand," said Laura DeCarlo, President of Career Directors International. "You simply never know when an unexpected opportunity can come knocking that you can't pass up. The early bird frequently does get the worm in these circumstances!"

(Source: Career Directors International)

On The Town

Born to Play Ball

Gerald R. Ford Museum

This exhibit looks at the 50 greatest baseball players in the game's history, five at every position including right- and left-handed pitchers. Visit fordlibrarymuseum.gov for more information.

Kent Harvest Trails

9am-5pm

Nineteen farms offer local families the chance to participate in activities such as orchard tours, face painting, pumpkin picking, and scarecrow stuffing. For more info, go to kentharvesttrails.org

McCain/Obama Debate

September 17, 7-9pm

Deepen your knowledge of this year's presidential nominees by watching supporters of each go head-to-head on leading issues in the political race at GVSU's Loosemore Auditorium.

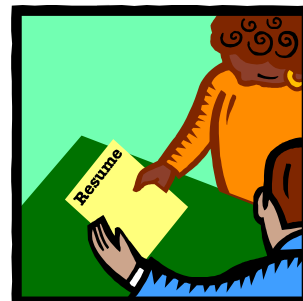
Choice Executive Suites

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Mark Your Calendar

National Update Your Resume Month



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Hot Tip from Tech Support

For a quick preview of a slide show in PowerPoint while editing a presentation, hold down the Ctrl key while clicking on View Show in Slide Show menu. Instead of launching in full-



screen mode, the presentation, starting with the current slide, will appear in a small window atop the slide being edited.

In-House Laundry Service

Duds N' Suds is providing an exclusive service to Choice Business Services where you can bring in your laundry and/or dry-cleaning, have it cleaned, and delivered back to your office here. In most cases, they offer a two day turn-around time. To participate, bring your clothing to the Business Support Area.

Cleaning Prices

Shirts \$5.50	Sport Coat \$5.50
Ties \$4.80	Long Coats \$11.00
Polos \$4.80	Blouses \$5.50
Pants \$5.25	Dresses \$11.00
Skirts \$5.50	Lab Coats \$5.30
Sweaters \$5.50	Jackets \$7.60
Suits \$11.00	Gowns \$18.25



Quick Hits

Saving Energy

Working from home saves energy and time by cutting out the commute, but it may increase your home energy bills unless you use energy-saving office equipment. Overall, Energy Star products use half the electricity of standard equipment. They also can reduce air-conditioning loads, noise from fans and transformers, and electromagnetic field emissions from monitors.

Think Green

Register to have your name removed from junk mail lists. 100 million trees are destroyed each year to produce junk mail, and 28 billion gallons of water are used to produce the paper.



Business Etiquette

Gaining a reputation as the office jokester can be detrimental to your long-term career. The reasoning is simple. Co-workers are less likely to take you and your ideas seriously. If this advice contradicts your naturally jovial personality, here is an option. Maintain a low-key persona at work and a lighter, less business-like style after hours.

Cell Phone Etiquette

The following are 6 commandments of cell phone etiquette for Choice Business Services tenants and visitors:

1. Thou shall not subject defenseless others to cell phone conversations. People around you don't really want to be privy to your conversations, especially personal ones. Therefore, be aware of your surroundings.
2. Thou shall not set thy ringer to La Cucaracha every time thy phone rings. Almost all cell phones offer vibrate or low volume features, so you don't have to miss a call.
3. Thou shall not speak louder on thy cell phone than thou would on any other phone. The person you are calling can hear you. We don't need to. Please keep your voice down to a reasonable level.
4. Thou shall never answer thy phone while thou art in the bathroom. Enough said.
5. Thou shall not make thy cell phone more important than the company thou art keeping. The call may be important to you, but realize you're also important to the person in front of or next to you.
6. Thou shall not pace the hallways while talking on thy phone. Even though doors are closed, the people behind them can still hear you. Voices in this building carry pretty far.

Did You Know...

In a recent survey of 161 Human Resources professionals, 55% say they have discovered outright lies on resumes or applications when conducting pre-employment background and reference checks. Here are a few highly publicized cases of lying to get the job:

Michael Brown, who headed the Federal Emergency Management Agency when Hurricane Katrina hit, came under heavy criticism for his performance. He was replaced after Time magazine found discrepancies in his legal profile and official bio.

George O'Leary resigned as the Notre Dame football coach five days after being hired, admitting he lied about his academic and athletic background. He didn't have a master's degree and never even played football in college.