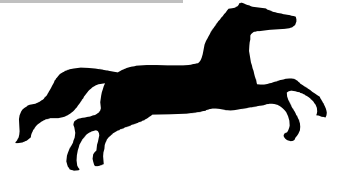




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Dates to Remember:

**Tuesday, June 10th;
NKY Chapter Meeting
at Perfetti Van Melle**

**TBA; NKY IAAP
Summer Board Meeting**

Northern Kentucky Chapter Board

President	Julie Lee
Vice President	Sheila Shields, CPS
Secretary	Juanita Trimpe, CAP
Treasurer	Sheila Leavitt
Program Chair	Alice Schultz, CPS
Membership Chair	Sheila Shields, CPS
Nominations Chair	Carole Ewald
Audit Chair	TBA

From the President..... Julie Lee



The Northern Kentucky Chapter held its Administrative Professional's event on Thursday April 17th at the Great Wolf Lodge in Mason Ohio. The event included an educational presentation from Office Team (which qualified for 1 recertification point), a luncheon and a tour of the Great Wolf Lodge meeting facilities and resort. Our event went quite well and was well attended, with many of our attendees winning wonderful door prizes such as spa certificates and New Horizons Microsoft classes. The event was a great way to recognize and reward those working in our profession.

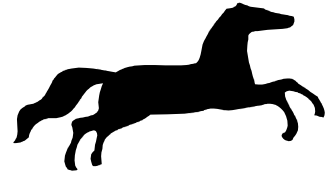
The Kentucky Division Annual Meeting is this Saturday in Paducah, Kentucky. I've attached the link to the chapter and board updates below:

<http://www.iaap-kydivision.org/annualmtgreports.html>

I can't believe we are at the end of another IAAP year! I look forward to serving the Northern Kentucky Chapter in the year to come!

Julie Lee
Northern Kentucky Chapter President **2007-2008**

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Certified by Summer extended to the end of June.....

June 2, 2008

To: IAAP Division and Chapter Presidents

From: Rick Brennan, Corporate Relations Manager

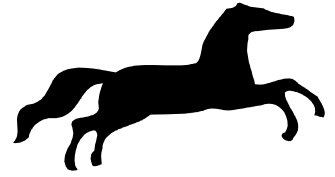
Subject: Certified by Summer

IAAP and Microsoft are pleased to announce the continuation of the Certified by Summer program through June 30, 2008 based upon the outstanding response from IAAP members.

Certified by Summer is a special, time-limited opportunity for administrative professionals to achieve Microsoft Business Certification at a significant discount. IAAP members can purchase the new Certiprep for 2007 Microsoft Office for only \$35, discounted from the retail price of \$160. This includes the preparation materials, a practice test, and exam voucher to get certified as a Microsoft Certified Application Specialist in Microsoft Office Word, Excel or Power Point 2007. IAAP members can obtain additional information about the program by visiting the following website: www.certifiedbysummer.com.

Thanks to each of you who have participated so far and those of you who may be considering. Please direct any questions you may have to Rick Brennan, Corporate Relations Manager, at rbrennan@iaap-hq.org.

International Board of Directors
Headquarters Staff



From Office Team.....

Crafting a Compelling Cover Letter

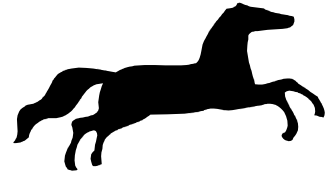
According to a recent survey by our company, less than half (44 percent) of job candidates use the cover letter to demonstrate their knowledge of a prospective employer's firm or industry. The cover letter and resume are typically what prompt a hiring manager to extend an interview invitation. If you 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.

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- 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.

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International Association of Administrative Professionals Northern Kentucky Chapter May 13, 2008

The May 13, 2008 meeting of the International Association of Administrative Professionals, Northern KY Chapter was held at Perfetti Van Melle, Erlanger, KY

Members present: Julie Lee, President; Sheila Shields CPS, Vice President; Sheila Leavitt, Treasurer; Juanita Trimpe CAP, Secretary; Alice Schultz CPS; Carole Ewald; Paula Zechella; Stacie Disbennett, from Office Team.

Guest: Jane Rega, Executive Director, Center for Peace Education

Program: Jane Rega, from Center for Peace Education spoke to us about workplace harassment and bullying.

Call To Order Julie Lee, President called the meeting to order at 7:15 P.M.

*Treasurers Report
Sheila Leavitt,
Treasurer*

- Sheila Leavitt, Treasurer distributed the Treasurer's report; the report was filed for audit

*Membership Report,
Sheila Shields CPS,
Chair*

- Sheila Shields CPS distributed the membership roster.
- We have 16 active members.

*Turf Tracks Newsletter
Julie Lee, President &
Editor*

- Next issue will be issued mid-June. Please send information or articles to Julie Lee by June 1 for the next Turf Tracks Newsletter.

Other Business

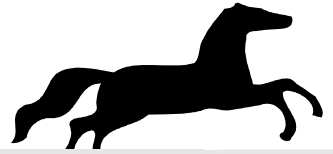
Officers for 2008/2009

- A quorum being present, the following people were elected as officers for the 2008/2009 year:
 - Julie Lee, President
 - Alice Schultz CPS, Vice President
 - Juanita Trimpe CAP, Secretary
 - Sheila Leavitt, Treasurer
- Joyce Butsch will conduct the installation of our officers at the June 10 meeting.

KY Division Annual Meeting

- KY Division still needs a treasurer, and other positions
- The Northern KY Chapter may not have a delegate at the Annual meeting this year; no one is able to attend this year.
- Julie Lee and Alice Schultz CPS will discuss the basket, and put it together. Alice will give the basket to someone to take for us, or we will ship the basket.

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April Event Summary

- 40 people attended the Administrative Professional event in April.
- If anyone wants to book a meeting at the Timberwolf Lodge, talk to Max, and let him know you are with IAAP.

Education Award Forms

- Julie Lee will send the education award forms to Sheila Shields CPS by May 15.

Miscellaneous

- IAAP brochures and information was included with the Office Team information at the Northern KY Chamber of Commerce Administrative Professional event. Several brochures were taken, and several people did show interest in finding out more about IAAP.
- Julie Lee took our donated items to Dress for Success.
- KY Division Winter Membership Forum/Board Meeting
 - Alice Schultz CPS and Sheila Shields CPS attended this meeting.
 - Please see the KY Division website for the information about the meeting. There is a link to the division website on the Northern KY Chapter website.
 - The meeting included strategic planning; this information will be sent to the chapters. Please read it when you get it.
- A media library has been added to the KY website. If anyone has anything to add, please send it to Sheila Shields CPS.

Split-the-Pot: Sheila Leavitt won split-the-pot. \$5 was donated to the Vista Grande RFT.

Juanita Trimpe CAP moved the meeting be adjourned; Julie Lee, President adjourned the meeting at 8:10 P.M.

Next Northern Kentucky Chapter meeting:

June 10, 2008

Perfetti Van Melle USA INC

3645 Turfway Road

Erlanger, KY 41018